



## Job Description Chef Manager

**Level 3D (NJC Point 7-11) - Salary range £21,938 to £23,383 (actual salary)**

**7:15am – 2:15pm Monday to Friday (35 hours per week)  
Term Time Only plus 5 training days**

**To start ASAP**

Responsible to: **School Business Manager**

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### **PURPOSE OF JOB**

Oversee the smooth operation and maintenance of the school kitchen and catering facilities. The Chef Manager is responsible for maintaining hygiene and safety standards and ensuring compliance with Health & Safety and Hygiene Regulations.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- To manage, organise and supervise the catering facilities of the school.
- To be responsible for the preparation, cooking & service of food and for standards of hygiene and cleanliness.
- To manage and organise all Health and Safety aspects of the catering operation, including the production and updating of Risk Assessments, while maintaining kitchen standards and cleanliness of equipment in compliance with statutory Health & Safety and Hygiene Regulations.
- To ensure efficient and economic use of all resources within the catering operation at the school.
- To plan menus, organise and control the efficient service and production of meals liaising with staff, parents, nurses in relation to pupils' dietary requirements.
- To produce delicious and nutritious pupil meals, suitable packed lunches for trips, staff meals and food for occasional pre-arranged working lunches / meetings / events, including preparation, cooking, serving and cleaning as required.
- Induction and training of kitchen staff in food safety, hygiene and health & safety matters and on the job training, booking appropriate courses where required, for catering staff and themselves.
- To order all food supplies and other commodities required for the catering provision in line with budgetary constraints, current Financial Regulations and management of contracts with suppliers.
- To operate and control stocks, keeping accurate and up-to-date stock records and ensuring stock rotation, security and hygienic storage of stock.

- To work with our consultant to calculate average cost per meal and monitor budget to ensure that the catering service runs at a financially viable level.
- Manage and supervise the catering team on a day-to-day basis.
- Arrange staff cover when a member of the catering team is absent.
- To ensure that all equipment is kept in good working order and that repairs and maintenance are carried out as necessary.
- Assist in the “deep cleaning” required on Training Days.
- To undertake administrative duties relating to the catering facilities, reporting to the Headteacher and School Business Manager.
- To undertake any other duties as may be required at a similar level to ensure the effective operation of the catering facilities at the school.

## **CONTEXT:**

The kitchen staff provide catering services for the children, staff and visitors to the school. This requires efficient adherence to timetables, budget targets and kitchen teams which work flexibly and cohesively together.

## **Working Environment**

At periods of cooking and serving food the kitchen environment is likely to have higher than normal temperatures, especially in hot weather, generally 30% of working time.

## **SAFEGUARDING & EQUALITY**

Lakeview School will seek to ensure that all existing and potential employees and pupils are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of any of the protected characteristics (as defined by the Equality Act 2010). Lakeview School will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified.

Lakeview School provides an open, welcoming and safe environment for all its students, employees and visitors.

Lakeview School is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment. The post is subject to satisfactory references, social media checks, enhanced DBS, probationary period & health clearance.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

*The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child*

protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

CVs will not be accepted for any posts based in schools.

**Notes**

The job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after discussion, to meet the changing needs of the school.

**Line Manager's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Post Holder's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Experience &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• A minimum of 2 years cooking experience in a commercial kitchen is required.</li> <li>• A strong understanding of health and safety regulations and best practices within a kitchen environment.</li> <li>• Excellent organisational skills.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Ability to manage multiple tasks and respond to emergencies effectively.</li> <li>• Relevant certifications in food hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>• Current first aid qualification</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Have effective oral and written communication skills</li> <li>• Dynamic, dedicated and proactive</li> <li>• Ability to meet the physical requirements of the role</li> <li>• Willingness to participate in whole school activities i.e., open days and community events</li> <li>• Forward thinking and able to work on own initiative and be self-motivated</li> <li>• Commitment to equality, diversity and inclusion principles</li> <li>• Flexible approach with the ability to think creatively, solving problems with a 'can do' attitude</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Able to adjust working hours to meet service demands</li> <li>• Able to perform physical tasks on a frequent basis, eg. Lifting catering equipment, up to 20 kilos</li> </ul>	