



GREENWOOD
ACADEMIES TRUST

JOB SPECIFICATION
Chef Manager



Reports To: The Catering Operations Manager through the Regional Catering Manager

Why

Job Summary

- To operate the Trust's in-house catering department within the framework of the Trust's policies and procedures.

What	<p>Main Responsibilities:</p> <ul style="list-style-type: none"> To promote and manage food and beverage services to the highest standards within the annual catering budget. To maintain high level of communication between the Principal, Regional Catering Manager and Finance Manager. To maintain the highest level of customer contact, keeping complaints to a minimum and ensuring these are dealt with professionally and promptly. To oversee the development of menus to satisfy customer requirement, to follow the government nutritional guidelines and to ensure compliance in Allergen management procedures. To manage the process when ordering food and equipment and placing orders where appropriate. To complete all necessary Trust paperwork. To oversee maintenance contractor arrangements liaising with site and catering staff. To monitor weekly/monthly performance and presenting monthly trading reports to the Finance Manager. To oversee and ensure compliance with the Trust's policies and regulations in respect of health and safety at work. To maintain the Trust procedures ensuring the highest standards of kitchen practice and hygiene are met. To work with the Regional Catering Manager and the HR department to ensure correct selection and recruitment of staff, including induction and documentation, so that adequate staff structures are maintained. To have line management and supervisory responsibility for all staff working within the catering department. To manage the PDR process for all staff annually and report results of these appraisals to the Regional Catering manager. To ensure the Trust's food safety procedures are completed to the standards specified to meet legislative compliance. To oversee the cleaning procedures to ensure hygiene standards are met. To ensure that on a day to day basis sufficient members of staff are deployed to all locations to ensure that the catering department can fulfil requirements. To maintain staff absence and overtime records. To rotate staff to maximise learning and maintain job interest. To induct and train staff, recording and supervising their performance. To identify personal training needs and the training needs of other catering staff, making provisions for the training to be carried out and keeping training records as necessary, liaising with the Regional Catering Manager. To attend meetings and training courses as necessary. Be trained/willing to be trained in food safety at an intermediate level. To assist with any disciplinary action as set out in the Trust's Disciplinary Policy. To promptly identify to the Regional Catering Manager, any working hazards or substandard equipment. To report immediately, any incidents of accident, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible. To be aware of the Data Protection Act and other legislation to ensure confidentiality of records. Any other responsibilities deemed appropriate to the level of the post.
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How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i>	<ul style="list-style-type: none"> Demonstrates the Trust's ethos and adopts high standards of behaviour
		<ul style="list-style-type: none"> in their role.
		<ul style="list-style-type: none"> Know how to recognise potential child abuse or neglect and follow

Context		<ul style="list-style-type: none"> safeguarding procedures Motivates others to take responsibility for their own Health & Safety 	
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i>	Undertake appropriate professional development to secure progress in your career Developing practice ensures effective professional contribution across the department/academy	
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Developing supervision skills and provides informal leadership / direction Consults at the start and as appropriate throughout the activity and within the team. Willing to accept responsibility for own activities and those of the team.	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Involved in setting tasks. Makes short term, considered plans. Conscientious in adhering to deadlines and perseveres to achieve project tasks.	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Briefs immediate colleagues well, transferring knowledge as appropriate. Giving others opportunity to ask questions and check understanding. Presents information in a structured and logical way, and uses a variety of communication techniques, taking account of the needs of the audience.	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Reasons logically and focuses upon solving the problem, building upon previous experience. Initiates joint decision making within own team. Knows how to report, record and pass on information.	
	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	Education, Qualifications and Experience (EQE)	Essential: <ul style="list-style-type: none"> NVQ 3 or equivalent in catering – intermediate level Food Safety – intermediate level. Knowledge of Health & Safety legislation Previous catering/cooking experience. Familiar with ordering, budgeting, and accounts An awareness of the Governments Healthy Eating Initiative Experience of managing others effectively Desirable: <ul style="list-style-type: none"> Experience of working within an education establishment Experience of working with volume catering Safeguarding 	

	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.