

JOB DESCRIPTION: COOK MANAGER

Job title:	Cook Manager
Responsible to:	Catering Manager
Core purpose of the role:	To deliver the academy meals service in a safe, effective and efficient operation and manage the kitchen staff in line with legislation and the policies and procedures of Aspire Academies Trust. Fulfil duties reasonably directed by the Principal.

TRUST RESPONSIBILITIES

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Safeguarding children, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person
- To uphold our commitment to safeguarding and to promote the wellbeing of children
- To contribute to a culture of continuous improvement
- To comply with all reasonable management requests

KEY RESPONSIBILITIES

- Plan, direct and organise the resources of the catering unit. To manage the provision of resources (food, staff, equipment and cleaning materials) as is required –to maximise the effectiveness of the operation to deliver the school meals service to the standards and deadlines set by Aspire and the school
- Develop and follow strict procedures for dealing with food allergies
- Effectively manage and develop the catering team on a day to day basis, ensuring staff are motivated and developed to their full potential. This will include on-the-job induction and management of day to day issues
- Ensure that all food is freshly prepared, cooked and served in strict accordance with the Trust's published menus and with statutory food and nutritional standards. Maintaining an up to date understanding of both so that this can be communicated to the customers to encourage them to make healthy choices. Deliver any special dietary, emergency and function catering as required
- Understand, implement, monitor and maintain the operational management of the catering service at the academy, the Trust's Health and Safety Policy and other Trust Policies to provide a safe and healthy environment. To ensure food hygiene and cleanliness in the kitchen and serving areas, in accordance with food hygiene and COSHH regulations at all times. To ensure

that all staff and visitors to the kitchen comply with these and to maintain audit trail documentation

- Ensure constructive, effective communication and promotion of the service, as the unit manager within the school. This will include understanding, communicating and promoting healthy eating practices, in conjunction with the Catering Manager. Work with the team and the Catering Manager to develop ways to improve take up of meals within the academy.
- Provide emergency catering and meals for transporting to other sites, if required
- To work with the Catering Manager to maintain the 5* standard award for catering at the academy
- Cater for training and functions as directed by the Catering Manager

HEALTH & SAFETY

To be aware of and comply with the Trust's health and safety policies.

SAFEGUARDING

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Aspire Academies Trust pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

DATA PROTECTION

To be aware of and comply with responsibilities under the Data Protection Act (2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Notes:

- This document does not form part of the contract of employment.
- This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.
- The Trust has, at its discretion, the right to ask you to work in a different school across the Trust, if the need arises

PERSON SPECIFICATION

Qualifications/Knowledge/Experience	Essential/Desirable
Level 3 award in catering (or equivalent)	E
Food hygiene certificate	E
Awareness of COSHH procedures	D
Good knowledge of Health and Safety	E
Experience of people management	E
Highly organised	E
Positive 'can do' attitude	E
Experience of promoting healthy eating	D