

THE LINK ACADEMY TRUST

JOB DESCRIPTION



POST DETAILS

TITLE	Kitchen Manager
LINE MANAGER	Catering Manager/Deputy CEO/Executive/Academy Head
GRADE	D 8-9 – One school. D10-12 – More than one school

MAJOR RESPONSIBILITIES

- Use your knowledge and experience of professional cooking and nutritional standards to provide an exciting and balanced menu
- You will manage the production of 'safe' food in a hygienic environment, providing customer satisfaction at all times, in all aspects of the service
- Ensuring all aspects of relevant, current legislation are complied with, in relation to Health and Safety at Work, food safety regulations and in particular the requirement to identify, maintain and review food safety controls and COSHH
- Ensure preparations and consistent monitoring are in place for Food Hygiene and Standards Inspections
- Direct catering assistants in their day to day role
- Managing the dining service and creating a positive lunchtime experience for children
- Direct management of and involvement in planning, production, cooking, cleaning, preparation of the dining room and service procedures
- The provision of special dietary requirements as necessary and ensuring the menu meets national nutritional standards
- Ensuring that at all times the serving area is well laid out
- Ensuring that the correct type and quality of food is cooked to standard for all appropriate serving times, having due regard to quantity, temperature control, portion control and economic use of resources
- Being responsible for stock control, food and equipment, ordering from suppliers as authorised by senior management
- Being responsible for receiving deliveries and ensuring the safe hygienic storage in the facilities provided, ensuring stock rotation and stock control
- Being responsible for identifying premises and equipment defects and advising senior management/premises officer
- Set up and clear dining rooms which will include moving furniture, washing up and clearing the kitchen equipment
- To set up food service trolleys and counters and serve food to the pupils and staff
- To undertake food preparation including peeling vegetables and salad etc
- To be flexible if asked to work in another Trust school to provide support or cover for absence and/or training requirement

Other Duties

- You will support the school's commitment to developing positive and healthy lunchtimes, integrating the school's ethos and values. You will play a key role in implementing this plan and promoting healthy lunchtimes to all stakeholders.
- You will work as part of a team, to support and encourage children to develop their understanding of the provenance of the foods that they eat.
- You will need to have a welcoming, positive and enthusiastic attitude towards children and staff
- Kitchen Managers are provided with a uniform which must be adhered to
- You will always need to be respectful of confidentiality of information and report any concerns you may have to your line manager
- Be aware of and comply with policies and procedures relating to child protection, food hygiene, health, safety and security, administration and confidentiality, reporting all concerns to an appropriate person
- Support the aims and ethos of the school
- Participate in training, other learning activities and performance development as required