



Avenue
CENTRE FOR EDUCATION

Avenue Centre for Education

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Honesty Aspiration – Respect - Kindness

JOB DESCRIPTION

Kitchen Manager

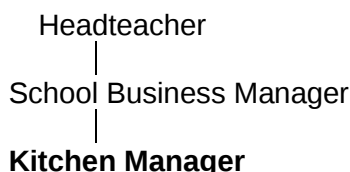
JOB PURPOSE	To manage the kitchen and dining room in accordance with and to the standard required by LBC Catering Services policy, meeting the needs of the school in respect of catering provision. To prepare, cook and serving of food and beverages plus related catering duties.
RESPONSIBLE TO	School Business Manager
WORKING HOUR:	27.5 hours per week, term time only (38 working weeks)
LOCATION	Avenue Centre for Education, Cutenhoe Road, Luton
SALARY GRADE	NCJ Luton L3 (SCP 6-8) Depending on Experience
DATE	10 th September 2026

PURPOSE OF POST:

To lead and manage the school kitchen as a solo Kitchen Manager, taking responsibility for the preparation, cooking and service of breakfast, mid-morning snacks and a two-course lunch menu for approximately 40-70 covers per day at Avenue Centre for Education. The postholder will undertake the full range of kitchen and related catering duties, including menu planning, food ordering, stock control, food preparation, cooking, serving, cleaning, record keeping and compliance with health, safety, food hygiene and Luton Borough Council Catering Services requirements.

They will be required to ensure pupils receive high-quality, nutritious and appealing meals, while maintaining an efficient, safe and well-organised kitchen and dining service that meets the needs of the school.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

Manage the day-to-day operation of the school kitchen and dining area as the sole kitchen post-holder, including the preparation, cooking, serving and clearing down of breakfast, mid-morning snacks and a two-course lunch menu for approximately 40-100 covers each school day. Provide catering for school functions, trips and events as required.

Plan and organise daily food production to ensure high-quality, nutritious and appealing meals are available on time, with suitable provision for pupils and staff with special dietary, allergen, cultural, vegetarian or other individual requirements. Work within Avenue Centre for Education/Luton Borough Council catering policies and agreed school menus.

Order food, cleaning materials and other kitchen commodities; receive deliveries; maintain accurate stock control, records and secure storage; monitor portion control and food waste; and ensure expenditure remains within the allocated kitchen budget.

Maintain all required standards for food hygiene, personal hygiene, health and safety, allergen management, temperature control, cleaning schedules and other statutory or school catering procedures, including completion of relevant daily records and checks.

Carry out all kitchen and dining room duties associated with a solo catering service, including setting up the dining area, serving pupils and staff, washing up, daily cleaning, scheduled deep cleaning, and ensuring equipment, stock, premises and records are secure at all times.

Monitor kitchen equipment and premises, reporting defects, repairs or maintenance requirements promptly to the appropriate person, and support the smooth running of the catering service in line with school timetables, safeguarding expectations and the needs of the school community.

DIMENSIONS:

Supervisory Management: None

Financial Resources: Responsible for monitoring Kitchen allocated budgets for :- Provisions, Cleaning Materials, Light Equipment.

Physical Resources: Responsible for: - Heavy and Light kitchen equipment, Monitoring Kitchen Premises Maintenance, Food and Cleaning Materials Stocks, Office and Dining room Equipment and Furniture as appropriate

Other: Responsible for preparation and cooking of 40 to 100 school meals on an average of 190 days per annum, in 1 kitchen and service of food from 1 locations. The daily menu will consist of Breakfast, Mid Morning snacks and at least 3 choices of main courses and sweets.

CONTEXT:

This post will be responsible for providing catering services to the school. This requires efficient adherence to timetables, budget targets which works cohesively together. It involves feeding school pupils and staff on a daily basis, which requires an understanding of basic dietary needs and eating trends, in addition to the education culture under which the school operates. The catering service will provide for ethnic minority cuisine, which is prepared, cooked and served according to the appropriate religious or cultural methods.

The Kitchen Manager will work together with the school in meeting the seasonal or curriculum requirements for catering e.g. packed lunches for school days out. A positive attitude to supporting school events such as open days, sports days, and money-raising functions is advantageous.

Physical Effort and/or Strain

The Kitchen Manager post will require a degree of physical effort at frequent intervals during the working day. Lifting e.g. Cases of food stock, industrial size cooking containers, approx. 25% of working time. Bending e.g. removing containers from ovens, hot cup boards, leaning over service counters, approx. 15% of working time. Moving furniture in the dining rooms, approx. 1% of working time.

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.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

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.

Person Specification

Kitchen Manager

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected

Desirable (D): - useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable criteria</u> .				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Substantial experience in large scale industrial catering or similar	1, 2	Some experience in customer care	1, 2
	Demonstrable experience in kitchen management and accounting methods	1, 2	Experience of working in a school environment is desirable for this post.	1,2
Skills/ Abilities	Ability to communicate with and supervise staff	1, 2	Ability to train staff in basic kitchen procedures	1, 2
	Ability to organise own and others work to meet deadlines	1, 2	Ability to operate a cash till	1, 2
	Able to motivate team spirit	1, 2		
	Demonstrable high level of cooking skill	1, 2		
	Able to work on own initiative	1, 2		
	Ability to follow and uphold policies	1, 2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2,5		
Competencies	Able to form appropriate relationships with young people	1,2		
Equality Issues	Able to identify some types of discrimination that commonly exist	1, 2		
Specialist Knowledge	Knowledge of Catering Health and Safety legislation	1, 2	Able to understand cash handling procedures	1, 2
			Ability to organise special functions	1, 2
			Basic knowledge of school meals provision	1, 2
			Basic knowledge of the principles of nutrition	1, 2
			Able to communicate with children	1, 2
Education and Training	Basic Food Hygiene Certificate or equivalent	1, 2, 4	City and Guilds 706/1,706/2 or equivalent	1, 2, 4
			NVQ 1 & 2, 3 & 4 or equivalent HCIMA, BTEC or equivalent	1, 2, 4
			First Aid Certificate	1, 2, 4

Other Requirements	Demonstrate co-operation to work to meet service demands	1, 2	Ability to produce ethnic cuisine	1, 2
	Able to perform physical tasks on a frequent basis, eg. Lifting catering equipment, up to 20 kilos	1, 2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).

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