



## Food and Hygiene Lead Job Description

Name:

Post: Food hygiene and management lead

Contract: Permanent

Grade: H2-H4

❖ Responsible to: Head of School

Purpose of the role:

To manage the food service and delivery ensuring the highest standards are maintained, embedding a culture of health eating and independence. An essential aspect of the position is one of professionalism. You will be expected to follow the code of conduct and all other policies.

Accountability: The post holder is managed by the Senior Teacher

### Key responsibilities

- Devise and manage allergy matrix which meets the medical needs of the children at the Nursery
- Ensure a safe, clean and healthy kitchen environment is maintained.
- Preparing and serving nutritional meals to children and adults.
- Regulate kitchen stock control and ensure that specific dietary requirements are met.
- Maintain up to date records that ensure food is available and is suitable for the children on site.
- Support the strategic direction of the school embedding this whilst serving or delivering food.
- Ensure that all stock is ordered and replenished as needed, that food is correctly stored in line with guidelines and that stock is rotated.
- Ensure training for staff involved in food preparation is up to date and maintained.
- Lead and supervise practitioners with all aspects of care for the children.
- Take full responsibility for compliance with all relevant food hygiene and Health & Safety requirements.
- Keep waste to a minimum, ensuring our impact on the environment is as minimal as possible.
- Always follow the latest statutory requirements in relation to food and food hygiene
- Undertake all necessary and required training as needed.
- Be passionate about working with children

### Competencies

- Food Safety or Hygiene Level 2 minimum
- Communication (written and verbal)



- Team working
- Active listening
- Sensitivity
- People management
- Monitoring
- Drive
- Adaptability
- Managing relationships
- Good knowledge of health and wellbeing, safety and child protection
- High Standards of personal hygiene
- You will also need an awareness of food allergies and health and safety issues.

#### Health and Safety

To be aware of and comply with Health and safety policies.

#### Safeguarding

To be aware of and comply with safeguarding policies.

#### Data Protection

To be aware of and comply with responsibilities under the Data Protection Act (1984) 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.

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 Hertfordshire County Council's 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.

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Signed:

Date:

Signed:  
Headteacher

Date: