

BISHOP HOGARTH CATHOLIC EDUCATION TRUST

<u>POST TITLE:</u>	CHEF MANAGER
<u>GRADE:</u>	Band 8 (SCP 19-23)
<u>REPORTING RELATIONSHIP:</u>	Reporting to the Trust Facilities Manager/Head Teacher
<u>JOB PURPOSE:</u>	To assist in the preparation and delivery of the school catering service using high standards of food hygiene / handling and safe working practices in accordance with BHCET policy & procedures.

MAIN DUTIES/RESPONSIBILITIES

As a Chef Manager you may undertake any or all of the following duties and responsibilities.

1. Responsible for the day to day running of the catering unit including:
 - Undertake food costing exercises in line with Trust policy and available resources.
 - Undertake ordering and management of all food supplies.
 - Manage the school meals budget in line with Trust policy and with the Trust Facilities Manager.
 - Ensure that all food, snacks and beverages are available for designated periods of the school day, for example during morning and afternoon breaks and lunchtime (as appropriate).
 - Compile daily and weekly trading records as required in line with financial and audit practices.
 - General inspection of equipment and tools used by the Catering staff (including Vending machines, dishwashers, meat cutters, cookers, extraction systems,) and arrange for general service maintenance checks to be undertaken when required and make arrangements when necessary to repair faults.
2. Ensure that daily monitoring records are updated in line with Environmental Health procedures, including updating temperature charts for fridges, freezers and store / cold rooms, routine probe tests for hot and cold foods and food sampling where appropriate.
3. Undertake cooking activities where necessary for full range of meals on school menu.
4. Monitor and implement nutritional standards for food in schools in line with relevant national guidance and health and safety legislation.
5. Supervise and manage all school catering staff including the management of their induction, training, development and performance as required. This may also include:
 - Checking of Catering employees timesheets and submitting salary paperwork to relevant school officer
 - Monitoring work rotas to ensure an efficient service is available and when and where necessary arrange replacement of permanent employees and hire temporary assistance to cover periods of absence or unavailability (annual leave, sickness, out of normal hours catering events etc)
 - Report staff absence to relevant school officer
 - Carrying out performance reviews of the catering team.

6. Conduct Health and Safety Risk assessments in relation to chef management and take remedial action where and when required to ensure kitchen and surrounding area is safe and secure.
7. Assist with the development of Policies and Procedures for the school relating to chef management.
8. Promote and market the school meals service to clients, school visitors, students, school staff and the community as a whole.
9. Prepare menus in line with Trust policy, health and safety legislation and national nutrition guidance relating and health eating and portion control. This may include the organisation of health eating campaigns in schools.
10. Ensure that food deliveries, storage and management of food and stocks is maintained in line with Health and Safety and hygiene regulations.
11. Monitor catering suppliers and actively provide a “best value” school meal service.
12. Co-ordinate out of school hours catering events with senior school staff (for example catering for summer schools, arts evenings, teacher training activities, parents evenings, sports events, community events).
13. Support the Trust by working in other
14. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
15. The post holder must carry out his/her duties with full regard to the Trust’s Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
16. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
17. Any other duties of a similar nature related to the post, which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION – CHEF MANAGER

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Experience	E1	Basic Food Hygiene Certificate	AF, C	D1	Business / Marketing / Management Qualification i.e. NVQ Level 4, Degree or equivalent	AF, C
	E2	City and Guilds 706	AF, R, I			
Experience & Knowledge	E3	Experience of working in a team	AF, R, I	D2	Experience of developing training	AF, R, I
	E4	Experience of managing a catering establishment / section for approximately 1 year including undertaking menu planning and full range of cooking duties	AF, R, I	D3	School meals experience	AF, R, I
	E5	Experience of delivering training	AF, R, I	D4	Food display techniques	AF, R, I
	E6	Experience of budget and stock control	AF, R, I			
	E7	Experience of Supervising Staff	AF, R, I			
Skills	E8	Good verbal communication skills	I, R			
	E9	Ability to work with a range of people – Good customer care skills	AF, R, I			
	E10	Ability to work on own and in a team	AF, R, I			
	E11	Ability to work under pressure and delegate where appropriate	AF, R, I			

Special Requirements	E12	Motivation to work with children	AF,I,R,D	D5	Access to suitable reliable transport	AF,I
	E13	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,I,R,D			
	E14	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,I,R,D			
	E15	Suitability to work with children	D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references