



## Job Description

<b>JOB TITLE:</b>	Chef Manager
<b>RESPONSIBLE TO:</b>	Catering Manager, liaising with School Business Manager and Headteacher
<b>RESPONSIBLE FOR:</b>	Deputy Chef, Kitchen Assistants and Trainees
<b>LOCATION:</b>	Fleetdown Primary Academy
<b>SALARY GRADE:</b>	Kent Range 7
<b>HOURS:</b>	37 hours per week, 40 weeks per year

### **Brief description of role**

As a Galaxy Trust Chef Manager, you will be an ambassador for great food, leading the kitchen team to provide an efficient food service to our pupils. The role will require an organized individual, able to run a busy kitchen.

You will need to plan food production and portion control to manage costs, as well as ordering from suppliers using our online system, and conducting weekly stock takes.

The role is a real mix of front and back of house. You will be serving pupils and staff, and engaging customers to increase our meal uptake, and taking responsibility for your own School restaurant, as well as cooking tasty freshly made meals.

You will manage the day to day due diligence and record keeping in your kitchen, and ensure that everything is kept clean.

Above all, you need to be really passionate about cooking and serving great food to young people!

### **Key responsibilities**

#### **Managing service delivery**

- Managing all areas of the day to day running of a school kitchen, taking overall responsibility for the food served on site
- Cooking freshly made, good quality food for pupils, and presenting it to make sure it looks as good as it tastes. Managing breakfast and after school club food production and liaising with staff
- Understanding school food plan compliance, and following set recipes and menus
- Understanding food allergies, working with the Catering Manager and the School to ensure all pupils have an equal chance to enjoy a great meal in a safe environment

- Ensuring that the food service is delivered in a timely and organized way
- Managing food costs using a meal ordering system, and using production records to avoid over ordering. Conducting an accurate stock take every week, and taking responsibility for stock levels to manage costs
- Lead the kitchen team, coaching and developing staff and giving additional training as required

#### Health and Safety

- Maintaining the kitchen and equipment to a high standard of cleanliness, liaising with the Catering Manager and Site Manager over equipment and general maintenance and repairs
- Ensuring Health and Safety guidelines and legislation is adhered to in order to provide the safest possible working environment
- Working with the Catering Manager to ensure all staff are trained to safely perform their duties, regularly reviewing and providing refresher training for existing staff and inductions for new team members
- Regularly review task specific risk assessments
- Compliance to HACCP and COSHH procedures, training team members, working with the Catering Manager to review and refresh training records

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role. ***This job description may be subject to amendment or modification at any time in consultation with the post holder.***

**PERSON SPECIFICATION**

	<i>Essential</i>	<i>Desirable</i>
CGLI 706/1 & 2 or NVQ2 Professional Cookery	✓	
Level 2 accredited Food Safety certificate		✓
Level 3 accredited hygiene certificate		✓
Proven experience of managing a high-volume quality commercial kitchen operation e.g. hotel/events catering as Chef or Assistant Chef	✓	
Experience of leadership and staff supervision		✓
Experience of working in industrial kitchen		✓
Experience of delivering training and assessment of trainees		✓
Wide and varied culinary knowledge and production	✓	
Knowledge of legislative requirements relating to the catering industry	✓	
Strong customer focus	✓	
Flexible approach to work	✓	

Signed: .....

Date: .....

Employee