**JOB DESCRIPTION**

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| **Post Title:** Unit Manager / Caretaker | | **Director/Service/Sector Schools** | | **Office Use** |
| **Band :** | | **Workplace:** Kielder First | | **JE ref:**  **HRMS ref:** |
| **Responsible to:** Head teacher or other nominated person | | **Date:** | **Manager Lever:** |
| **Job Purpose:** To provide catering/caretaking services | | | | |
| **Resources** | Staff | None | | |
| Finance | | None | | |
| Physical | | Shared responsibility for the careful use of equipment, stock control, site security | | |
| Clients | | To provide catering/caretaking service to internal or external clients | | |
| **Duties and key result areas:** carried out in accordance with the specification for Catering and Caretaking services and normally under the direction of a senior colleague, these include, but are not restricted to :-  Preparation, cooking and service of food beverages accommodating any special dietary requirements and following agreed menus.  Control of the servery  Washing up, setting up clearing away equipment and tables  Cleaning of the kitchen, surrounding area and equipment.  Ordering, receipt and safe storage of goods, stock control, stocktaking and completion of monitoring sheets reporting any discrepancies to the line manager.  Operational control of the kitchen  Ensure kitchen/ janitorial equipment is fit for purpose and properly maintained  Ensure cleaning standards are maintained and undertake cleaning tasks as required.  Monitor and report the general condition of the property, undertake repairs ensure routine /DIY tasks are carried out in a timely manner.  Operation and maintenance of heating associated tasks  Monitor usage of utilities ( gas, electric etc )  Ensure that external areas of the property are kept free of litter, debris, bins are emptied regularly and main access routes and agreed areas are kept clear of leaves, snow and ice etc.  Ensure that all ventilation, access and exit points operate effectively and that firefighting appliances are readily accessible and properly maintained.  Work to achieve set financial targets ensuring resources are used effectively and efficiently at all times.  Responsible for the security of the property and ensuring required access is available  Ensure compliance with Hygiene, Health and Safety legislation, financial regulations and School policy and procedures at all times  Attend training as and when required  Regular communication with the client and other stakeholders in order to maintain good working relationships  Any other duties appropriate to the nature level of the post and grade. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions:  Physical requirements | | None  Determined by designated area, usage and contract of employment  Commercial kitchen. Some outdoor work, gritting in winter  An active role involving walking stretching, lifting vacuum cleaners and polishers | | |

**PERSON SPECIFICATION**

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| **Post Title:**  Unit manager/ Caretaker | **Director/Service/Sector:** Schools | Ref: | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Knowledge and Qualifications** | | | |
| Basic food Hygiene  Knowledge of the full range of tasks together with the operation of associated tools and equipment.  Knowledge of Health and Safety legislation relating to a catering/caretaking environment  Trained in manual handling | Working towards or completed a Nationally recognised qualification e.g. City and Guilds 706/1 City and Guilds/2 or NVQ level 2 food preparation and cooking  Intermediate Food Hygiene  NVQ general maintenance and housekeeping or equivalent  British institute of Cleaning Science assessor qualification or equivalent. | |  |
| **Experience** | | | |
| Relevant experience of working in a catering environment to include food preparation and cooking, experience of a similar or related role.  Experience of completing paperwork and administration tasks |  | |  |
| **Skills and competencies** | | | |
| Manual skills associated with food preparations and cooking  Ability to organise self and to work without supervision, resourceful and use initiative.  Basic numeracy and literacy skills  Physical skills related to the work, strength, dexterity and coordination to use a range of equipment and tools.  Listens, consults, others and communicates clearly  Customer care skills  A commitment to undertake job related training and personal development  A commitment to provide a quality service to customers to achieve customer satisfaction  Reliable, adapts to change by adopting a flexible and cooperative attitude  Reliable and keeps good time |  | |  |
| **Physical, mental and emotional demands** | | | |
| Regular need to lift items and carry moderate weight. Work from standing positon  Ability to work in a commercial kitchen  Flexible approach to work times, which may occasionally be subject to variation  Flexible approach to nature of duties performed  Mainly indoors but some external work and some exposure to unpleasant conditions such as toilet areas. | None | |  |
| **Other** | | | |
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits