Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Unit Manager | | **Director/Service/Sector** Schools | | **Office Use** |
| **Band:** 3 | | **Workplace:** | | JE ref: SG61  HRMS ref: |
| **Responsible to:** Headteacher or other nominated person. | | **Date:** | **Manager Lever:** |
| **Job Purpose:** To manage the provision of, (or provide, in smaller establishments), Catering Services in a range of County Council or other contracted establishments, under the general direction of a senior colleague. | | | | |
| **Resources** | Staff |  | | |
| Finance | | Shared responsibility for the collection and security of monies relating to the service including till or cashless operation | | |
| Physical | | Shared responsibility for the careful use of equipment | | |
| Clients | | To Provide a catering service to internal or external clients | | |
| **Duties and key result areas:** Carried out in accordance with the specification for Catering Services, the Catering Operations Manual and normally under the general direction of a senior colleague, these include, but are not restricted to:-  Preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus.  Packing of meals for transport to other locations where appropriate.  Managing and contributing to the transportation of meals and goods between kitchen and service points throughout the site as necessary.  Control of the servery  Washing up, setting up and clearing away equipment and tables  Cleaning of the kitchen, surrounding area and equipment.  Receipt and safe storage of goods, stock control, stocktaking and completion of monitoring sheets reporting any discrepancies to the Partnership Supervisor  Managing the administration, collection, reconciliation and security of monies relating to the service including till operation and cashless operation.  Contribute to the catering provision at special event as required.  Ensure equipment is fit for purpose and properly maintained  Responsible for the security of the kitchen  Assisting with the operation of vending services where necessary.  Work to achieve set financial and business development targets, ensuring that the kitchen resources are used effectively and efficiently at all times.  Operational control of the kitchen.  Ensure compliance with Hygiene, Health and Safety legislation, financial regulations and School policy and procedures at all times  Checking the kitchen at the end of the day.  Attend training as and when required.  Regular communication with the client and other stakeholders in order to maintain good working relationships.  May be required to provide cover at other sites and any other duties appropriate to the nature, level of the post and grade. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | None  May be asked to work occasional evenings and weekends but only on a voluntary basis.  A commercial kitchen | | |

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**PERSON SPECIFICATION**

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| **Post Title:**  Unit Manager | **Director/Service/Sector:** Schools | Ref: SG61 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Knowledge and Qualifications** | | | |
| Basic food hygiene certificate  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 environment.  Trained in Manual Handling. | Working towards or completed a Nationally recognised qualification e.g. City and Guilds 706/1, City and Guilds 706/2, or NVQ Level 2 Food Preparation and Cooking.  Intermediate Food Hygiene Certificate | |  |
| **Experience** | | | |
| Relevant experience of working in a catering environment to include food preparation and cooking.  Experience in meeting work related targets.  Experience of completing paperwork and administration tasks. | Experience in managing a team. | |  |
| **Skills and competencies** | | | |
| Manual skills associated with food preparation and cooking.  Ability to organise self and to work without supervision  Basic numeracy and literacy skills  Physical skills related to the work  Customer care skills  A commitment to undertake job related training and personal development.  A commitment to providing a quality service to customers. |  | |  |
| **Physical, mental and emotional demands** | | | |
| Regular need to lift and carry items of a moderate weight  Ability to work in a commercial kitchen environment  Regular need to lift and carry items of a moderate weight  Flexible approach to work times which may occasionally, be subject to  variation  Flexible approach to nature of duties performed  Post holder may sometimes be required to undertake duties of lower graded staff. | None | |  |
| **Other** | | | |
|  | Driving licence  Access to motor vehicle for your own use | |  |

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