

## Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> Unit Manager (Supervisory)	<b>Director/Service/Sector:</b> School		<b>Office Use</b>
<b>Grade:</b> 4	<b>Workplace:</b> St Aidan's RC Primary School		JE ref: HRMS ref:
<b>Responsible to:</b> Headteacher or other nominated person.	<b>Date:</b> September 2020	<b>Manager Lever:</b>	
<b>Job Purpose:</b> To manage the provision of Catering Services under the general direction of a senior colleague.			
<b>Resources</b>	Staff	A small number of catering assistants	
	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	
<p><b>Duties and key result areas:</b> Carried out in accordance with the school specification and normally under the general direction of a senior colleague, these include, but are not restricted to:-</p> <ul style="list-style-type: none"> <li>Direct the work of a small team</li> <li>Managing and contributing to the preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus.</li> <li>Managing and contributing to the packing of meals for transport to other locations where appropriate.</li> <li>Managing and contributing to the transportation of meals and goods between kitchen and service points throughout the site as necessary.</li> <li>Control of the servery</li> <li>Managing and contributing to the washing up, setting up and clearing away equipment and tables</li> <li>Managing and contributing to the cleaning of the kitchen, surrounding area and equipment.</li> <li>Managing and contributing to the receipt and safe storage of goods, stock control, stocktaking and completion of monitoring sheets reporting any discrepancies to the immediate line manager</li> <li>Managing the administration, collection, reconciliation and security of monies relating to the service including till operation and cashless operation.</li> <li>Contribute to the catering provision at special event as required.</li> <li>Responsible for the security of the kitchen.</li> <li>Managing all staff in the kitchen including the recruitment, selection, training, appraisal and other related activities.</li> <li>Ensure equipment is fit for purpose and properly maintained.</li> <li>Assisting with the operation of vending services where necessary.</li> <li>Work to achieve set financial and business development targets, ensuring that the kitchen resources are used effectively and efficiently at all times.</li> <li>Operational control of the kitchen.</li> <li>Ensure compliance with Hygiene, Health and Safety legislation, financial regulations and School policy and procedures at all times</li> <li>Regular communication with the client and other stakeholders in order to maintain good working relationships.</li> <li>Checking the kitchen at the end of the day.</li> <li>Attend training as and when required.</li> <li>May be required to provide cover at other sites and any other duties appropriate to the nature, level of the post and grade.</li> </ul>			
<b>Work Arrangements</b>			
Transport requirements:	None		
Working patterns:	May be asked to work occasional evenings and weekends but only on a voluntary basis		
Working conditions:	A commercial kitchen		

## PERSON SPECIFICATION

<b>Post Title:</b> Unit Manager (Supervisory)	<b>Director/Service/Sector:</b> School	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
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	a,l,r
<b>Experience</b>		
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.	a,l,r
<b>Skills and competencies</b>		
Manual skills associated with food preparation and cooking. Ability to organise self and to work without supervision Ability to organise and motivate a small team. 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.		a,l,r
<b>Physical, mental and emotional demands</b>		
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	a,l,r
<b>Other</b>		
	Driving licence Access to motor vehicle for your own use	a,l,r

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