

**Post:** Chef Manager

**Salary:** Grade F Points 15-20 depending on experience  
£23,953-£26,446 FTE  
Pro Rata – Term Time Plus 2 Weeks  
(hourly rate £12.42-£13.71)

**Responsible to:** Head of Catering

**All staff of Kings Priory School should:**

1. Promote and support the distinctive Christian character of the School as demonstrated through its ethos and worship, service to the community, promotion of spiritual and moral values and its commitment to community cohesion.
2. Understand the concept of *in loco parentis* and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership.
3. Contribute to the whole professional life of the School which has successful teaching and learning as its core purpose supported by all staff contributing to Woodard's commitment to each student gaining meaningful enriching experiences.

### **Purpose:**

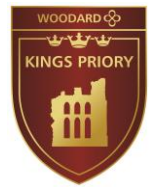
Prepare, cook and serve school meals and manage the efficient and effective running of a school catering operation to deliver a quality food service in education. Leading a team of assistant supervisors and catering assistants the Chef Manager needs to adhere to legislation and organisational guidelines, policies and procedures as well as client specifications and budgets. Meeting Ofsted inspection requirements is also key to the role, working closely with the Head of Catering/Catering Lead to ensure a whole school approach to food in school. Nutrition, portion control and quality are all essential to achieve an effective food production operation and subsequently happy customers. The role involves running an operation with prescribed menus, though would contribute to future menu development, design and marketing. The Chef Manager should be familiar with the School Food Plan and the requirements of the food-based standards and guidance and other relevant legislation and guidance specific to school catering.

### **Main duties**

#### **Food preparation and cooking**

Use skills, knowledge and techniques to prepare high quality, nutritionally sound food in a school environment learn the organisation's recipe and menu specifications.

Know when menus can be altered, adapted or developed to meet school and pupil needs and for special events (in line with organisational/school requirements).



Prevent food waste by careful preparation and planning.  
Know where to find information on new ideas and trends in food and drink service, and ways to develop and cost both menus and dishes to incorporate them. Understand the importance of providing and maintaining standards in a school catering operation.

### **Service area**

Know the importance of maintaining different service areas for the provision of food and drinks.

Know how to prepare and display food and beverages to maximise sales and maintain the quality of products during its shelf life in line with the organisation's requirements/policy.

Know the legislative requirements for the storage, sale and transportation of food and beverages.

Understand the principles of merchandising and how to present available food and beverages and service information that is appealing to pupils.

### **Customer and services**

Know the customers of the school catering operation (e.g. pupils, parents and the school), know how to market the service and why it is important to engage with stakeholders and help develop the school's food policy.

Understand why having food and beverages ready in good time to the required standard is critical to a positive meal experience for pupils.

Know why it is important to talk to stakeholders about the school catering operation and the most appropriate methods to use for each e.g. pupil, parent, school, suppliers.

Know the requirements of the school, including meal number targets, and how the catering operation must meet these.

### **Nutrition allergens and dietary needs**

Know how to prepare a menu containing healthy balanced meals in line with the food-based standards and guidance, how to ensure the kitchen team meet these and why this is important to pupils.

Know legislative responsibilities for the management of allergens and identification of pupils at risk in the school catering environment.

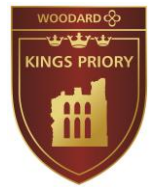
Know how to identify and what to do to adapt menus to meet dietary, religious and other requirements.

### **Health safety and Hygiene**

Understand how to manage food safety systems in line with current legislative requirements and identify, prioritise, schedule and implement monitoring, training, maintenance or repair work in ways which minimise disruption to customers.

Know what to look for in ingredients and resources and how to handle and store them to maintain quality, in line with food safety legislation

Know how to, and the importance of, risk assessment, and what the health and safety requirements responsibilities and accountabilities are for the role and working environment.



## **Team work leadership and culture**

Understand the key legislative requirements and initiatives driving operations, standards and quality in school catering, e.g. food-based standards and guidelines, school food plan and how these can best integrate into our catering operation.

Understand the principles of team work and managing the engagement and motivation of teams to achieve the objectives of the school catering operation. Know the importance of continual professional development and where to source opportunities. Understand the organisation's human resource policies and procedures– e.g. managing recruitment, induction, team development, training and succession planning.

Understand the team's role in the school and how its contribution to the school's food policy contributes to high quality delivery and uptake of school meals.

Understand the school's role within the wider catering and hospitality industry, how to keep up to date with latest trends, standards and technology and the potential impact on own organisation.

## **Stock, orders cost and finance**

Know the organisation's policies and procedures for sourcing food, beverages, disposables and cleaning supplies.

Know the importance of working within budget when ordering.

Know the principles of effective stock control and how they work in own organisation.

Know the financial procedures for income and expenditure in the organisation.

## **Technology**

Understand how technology is used by the business to support the delivery of products and services.

Expand and further develop the app-based technology in place to improve customer service and increase sales.

Know the types of sensitive data required for children in the dining area, for example: children's personal details or medication.

## **Safeguarding and confidentiality**

Know the school's safeguarding policies and procedures, how to identify and report potential safeguarding concerns.

## **General**

You will be required to assist with after-hours/weekend school related functions occasionally throughout the year.

As a member of the Woodard Academies Trust team you may also, on occasions, be required to attend meetings/work at our Polam Hall School in Darlington.



Duties may vary according to the needs of the school to which the Chef Manager is deployed.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities.