



JOB DESCRIPTION

Post Title: Kitchen Unit Manager (Supervisory)		Director/Service/Sector: Schools		
Band: 4		Workplace: Wylam First School		
Responsible to: Headteacher, Office Manager or similar		Date: February 2020	Manager Level: SG36	
Job Purpose: To manage the provision of catering services and kitchen staff within a school setting, under the general direction of a senior colleague.				
Resources		Staff	A number of catering staff	
		Finance	Shared responsibility for the management of stock, ordering within a required budget	
		Physical	Shared responsibility for the careful use of equipment	
		Clients	To provide a catering service to internal and external clients	
Duties and key result areas: Carried out in accordance with the national and local standards for school meals/food, school policies/procedures and normally under the general direction of a senior colleague, these include, but are not restricted to: Direct the work of a small team. Managing and contributing to the preparation, cooking and service of food and beverages, accommodating any special dietary requirements and following agreed menus. Managing and contributing to the transportation of meals and goods between kitchen and service points throughout the site as necessary. Managing and contributing to the washing up, setting up and clearing away equipment. Managing and contributing to the cleaning of the kitchen, surrounding area and equipment. Managing and contributing to the receipt and safe storage of goods, stock control, stocktaking and completion of monitoring sheets, and reporting any discrepancies to the line manager. Managing and contributing to the catering provision at special events as required. Ensure equipment is fit for purpose and properly maintained. Responsible for the security of the kitchen. Work to achieve set financial and business development targets, ensuring that the kitchen resources are used effectively and efficiently at all times. Managing all staff in the kitchen including the recruitment, selection, training, appraisal and other related human resource activities. Regular communication with the client and other stakeholders in order to maintain good working relationships. Ensure self and catering staff comply with Hygiene, Health and Safety legislation, financial regulations and school policy and procedures at all times. Attend training as and when required. May be required to provide cover at other sites. This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person. The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
Work Arrangements				
Transport requirements:		None		
Working patterns:		Normally Monday to Friday with occasional need for evening and weekend work		
Working conditions:		A commercial kitchen		

PERSON SPECIFICATION

Post Title: Kitchen Unit Manager (Supervisory)	Director/Service/Sector: Schools	Ref: SG36
Essential	Desirable	Assess by
Knowledge and Qualifications		
Intermediate Food Hygiene Certificate Nationally recognised qualification eg. City and Guilds 706/1, City and Guilds 706/2, or NVQ Level 2 Food Preparation and Cooking NVQ Level 3 Food Preparation and Cooking or equivalent Extensive 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.	ONC/OND or equivalent in a catering discipline NEBS Supervisory Foundation Certificate Advanced Food Hygiene Certificate	A,I,R
Experience		
Relevant experience of working in a catering environment to include food preparation and cooking Experience in meeting work related targets Experience in managing a team. Experience of completing paperwork and administration tasks associated with the operation of a commercial establishment.	Experience of planning, running or working at large catering events Experience of coaching and training other members of kitchen staff	A,I,R
Skills and competencies		
Manual skills associated with food preparation and cooking Ability to organise self and to work without supervision Ability to organise and motivate a team Customer care skills A commitment to providing a quality service to customers A commitment to undertake job related training and personal development Basic numeracy and literacy skills		A,I,R
Physical, mental and emotional demands		
Regular need to lift and carry items of a moderate weight Ability to work in a commercial kitchen environment Flexible approach to working 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 members		A,I,R
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references,