

<u>POST TITLE :</u>	Unit Manager (School Cook)
<u>GRADE :</u>	Band 6 - SCP 9-12 (£14,489 to £15,376)
<u>REPORTING RELATIONSHIP</u>	The post holder reports to the Office Manager/ Head Teacher.
<u>JOB PURPOSE :</u>	To prepare school meals ensuring that a high standard of food hygiene/handling and safe working practices are used along with the promotion of the school meal service.

MAIN DUTIES/RESPONSIBILITIES

1. Responsible for the day to day running of the catering unit including:
 - Devise menus and recipes including allergen control
 - Order food and look for quality suppliers
 - Preparation of food
 - Knowledge of Halal food
 - Serving meals
 - Stock control
 - Temperature control
 - Checking and storage of fresh and frozen produce
 - Washing up
 - Setting up tables and chairs
 - Clearing and cleaning tables and equipment
2. To ensure that all current Health and Hygiene Legislation requirements are maintained and to work within current department Safety Policies.
3. Daily and weekly control of staffing and food costs in the unit to meet departmental targets.
4. Undertake staff training.
5. Compile and manage staff rotas, time sheets and sickness absence form for the unit.
6. Liaise with the Office Manager with regards to sickness and holiday cover.
7. Undertake cooking activities for a full range of meals on school menu.
8. Monitor and implement nutritional standards for food in school in line with relevant national guidance and health and safety legislation.
9. Ability to work on their own and as part of a team.
10. Understanding of government guidelines for a primary school.
11. Liaise with the Office Manager/Head Teacher and assist with the coordination of promotional activities.

12. Ensure that a high standard of work is maintained in accordance with the quality systems and current work practices.
13. Ensure equipment in the kitchen is working correctly and maintained.
14. Ensure a clean and presentable image at all times of all employees and areas under the post holders control.
15. Be responsible for the day-to-day management of all school meals staff in the unit with the emphasis on the efficient utilisation of staff.
16. To assist with the promotion of the school meals service to the customer, visitors to school and to the community.
17. To assist the Quality Section in maintaining procedures to ensure that BS EN ISO 9001:2000/14001 Management Systems criteria and Chartermark status are continuously met.
18. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
19. Ensure that the Performance management processes operates effectively within your team.
20. Manage your team in line with all the Trust's policies and procedures and ensure that employees are aware of their obligations under these.
21. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
22. Ensure that the Trust's Equality agenda is implemented effectively in your team and to carry out your duties as a manager and employee in line with these.
23. To fulfil your health and safety management role and ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
24. Any other duties of a similar nature related to this post that may be required from time-to-time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING AN ENHANCED DBS CHECK, BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

Lingfield Education Trust and schools with the Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this communication.

Date: May 18

Unit Manager (School Cook)

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications	E1	Level 2 Basic Food Hygiene	AF/C			
	E2	NVQ level 2 or equivalent in a relevant field	AF/C			
		Level 2 Food Allergy Risks				
		NVQ 2 Professional Cooking				
Experience & Knowledge	E3	Approximately two years' experience of managing a catering establishment/ section including menu planning and full range of cooking duties	AF/I/R	D1	Knowledge of safer food better business	
	E4	Previous experience within a School Meals environment	AF			
	E5	Experience of food costing and budget control	AF/I	D2	Previous experience of supervising of staff	AF/R/I
	E6	Experience of stock control	AF/I/R	D3	Previous experience of providing on the job training to staff	AF
	E7	Knowledge of food safety, hygiene and handling including HACCP	AF/I			
	E8	Good understanding of COSHH	AF/I			
Skills	E9	Ability to communicate both orally and in writing with a wide range of audiences				
	E10	Ability to demonstrate customer care skills	AF/I/R			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Personal Attributes	E11	Ability to demonstrate food display techniques	AF/I	D7	Ability to demonstrate leadership qualities	AF/I/R
	E12	Ability to use own initiative	I/R			
	E13	Ability to remain calm under pressure	I			
	E14	Ability to demonstrate an interest in working with children	I			
Special Requirements	E15	A flexible approach to work, with the ability to work additional hours if required	I			
	E16	Motivation to work with children	D			
	E17	Ability to form and maintain appropriate relationships and personal boundaries with children	D			
	E18	Suitability to work with children	D			

Key – identified	Stage
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.