



Job Description:

Job Title: Kitchen Manager

Salary Range: Grade C

Hours: 27.5 hours per week, 38 weeks per year (Term Time Only)

Responsible to: The School Business Manager

Job Purpose including main duties and responsibilities

To manage the safe production of food within a hygienic environment and ensuring high quality lunches are served on a timely basis, whilst ensuring compliance with the requirements of food hygiene regulations, Health & Safety, COSHH regulations and risk management practices.

1. TO WHOM RESPONSIBLE:

i. Immediate Line Manager – School Business Manager

2. OPERATIONAL DUTIES:

- i. To liaise with the School Business Manager over the weekly planning for production, cooking, cleaning
- ii. To work alongside the West Down Kitchen Manager in the preparation of menus
- iii. To work in line with current legislation and provide students, staff and guests with value for money meals of a standard that meets or exceeds the School Meals Food Standards
- iv. Work with the Kitchen Assistant to follow the agreed weekly plan, giving guidance where necessary
- v. Manage local problems in liaison with the School Business Manager if required
- vi. To provide catering for special functions
- vii. To ensure that all meals are served in an exemplary manner that sets a good example for all students
- viii. To ensure that any special dietary requirements for Academy staff and children are catered for
- ix. To follow the procedures and controls in place for regular stock control checks
- x. When necessary, order the correct levels of stock ensuring minimum stock wastage and maximum stock turnover
- xi. To check deliveries for both quantity and quality
- xii. To organise and manage the kitchen
- xiii. To support the School Business Manager by assisting in the investigating of problems and collation of information that will assist in the smooth running and improvement of the catering provision

xiv. To support the School Business Manager by making recommendations for the management of catering staff with regards to working hours to ensure the continuity of service

3. SUBJECT, KNOWLEDGE, UNDERSTANDING & CPD

- i. Be willing and able to continue to develop and use new skills to support your role
- ii. Contribute to the effective use of resources
- iii. Undertake any necessary professional development as identified for the role

4. HEALTH & SAFETY

- i. To comply with requirements of food hygiene regulations, implementation of COSHH regulations and implementation of risk management practices
- ii. Ensure that you are familiar with the requirements of health and safety legislation and codes of practice that are relevant to your area of responsibility
- iii. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- iv. Co-operate with the employer on all issues to do with Health, Safety & Welfare
- v. To ensure that the standards of Health & Safety and Hygiene comply with all regulations