

BRACKNELL FOREST COUNCIL

JOB DESCRIPTION

Job Title: Catering Chef Manager	Section: Support Staff
School: Binfield Primary School	Grade/Salary Range: BG-G 25 – 30. Scale point depending on experience. (£17.94 - £20.16 inclusive of London weighting)
	Working Pattern: 5 days 37 hours per week (exact timings to be discussed at interview) Term Time + 5 inset days

JOB PURPOSE

To take responsibility for the safe, effective and efficient operation of all activities within the kitchen, including the planning, preparation and cooking of meals to a limited choice menu for staff and pupils at Binfield School. To be the budget holder reporting frequently to School Business Manager/Headteacher on the financial status of the catering department.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Reporting to the School Business Manager/Headteacher.

Line Management of up to 2 catering staff.

MAIN DUTIES AND RESPONSIBILITIES

- Plan and prepare balanced limited choice menus according to school nutritional standards and considering the dietary needs of pupils, their varied cultural and religious backgrounds, and costs and budgets
- Prepare, cook and oversee the cooking of food
- Organise and manage the work of other kitchen staff, including ensuring they have been adequately trained
- Assist the Head and School Business Manager in the recruitment, supervision, training and development of catering staff
- Invite and respond to feedback operating a continual improvement process to enhance all aspects of the catering service. This will involve arranging/attending meetings with others including the kitchen staff and the School Business Manager.
- Operate and ensuring maintenance of kitchen equipment, following training
- Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times. Ensure that site specific daily food/temperature/cleaning schedules are adhered to and completed.
- Order food, beverages and other commodities from designated suppliers and ensure hygienic storage in accordance with domestic and catering standards.
- Cater for school functions such as staff inset days or special occasions.
- Complete and report on budget costs, forecasts and potential ways to increase revenue.
- Organise the running of an after-school cookery club for pupils as required.
- Plan snack meals for ASC and keep menus fresh/rotate. Ensure costings are kept efficient as possible and provide School Bursar/Headteacher with budget report.
- Train Deputy Chef and General Assistant. Ensure continuous training is up to date with any external training requirements.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the school's Equal Opportunities Policies.

- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate effectively in relevant meetings as required.
- Be aware of and take part in the schools' performance management framework and participate in training and development activities as required.
- Undertake any other similar duties that may be allocated from time to time.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

Able to monitor the costs of meal and work in conjunction with the School Bursar on budgets.

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns raised in accordance with this policy.

The duties and responsibilities of this post are wide, if less than the full responsibilities apply this will be reflected in the grade allocated.

**BRACKNELL FOREST COUNCIL
PERSON SPECIFICATION**

Job Title: Catering Chef Manager	Section: Support Staff
School: Binfield Primary School	Grade/Salary Range: BG-H 15 - 24

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	Food hygiene certificate Working at or towards national occupational standards for professional cookery and knowledge/skills equivalent to current national qualifications level 3.	Line manager experience/leading a team
Competence Summary (Knowledge, abilities, skills, experience)	<p>Knowledge of techniques, procedures and practices for preparing, cooking and serving food, menu planning, relevant hygiene requirements.</p> <p>Skills required to communicate with other kitchen staff, the Headteacher and external organisations (e.g. food suppliers) on issues such as menu planning and/ordering of goods.</p> <p>Motivate & train catering staff.</p> <p>Work in accordance with set procedures and respond to equipment breakdown or supplier issues.</p> <p>Able to work independently on own initiative and constructively as part of a team.</p> <p>Financial experience of working with budgets.</p>	
Work-related Personal Requirements	<p>Decision making regarding yourself and other kitchen staff.</p> <p>Physical demands of standing for long periods of time whilst preparing, cooking and serving food, involves carrying weights, such as saucepans, food containers.</p>	
Other Work Requirements	<p>Able to evaluate own learning needs and those of others and actively seek learning opportunities to address these, share knowledge with others and support their development.</p> <p>Suitability to work with children.</p>	