



## Job Description

<b>Position Title</b>	<b>Kitchen Manager (no supervision)</b>		
<b>Location</b>	St. Mary's C. of E. VA Primary School		
<b>Reporting to</b>	Federation Kitchen Manager/Head of School		
<b>Position Number(s)</b>			
<b>Grade</b>	C		
<b>Directorate/Section/School</b>	United Schools Federation		
<b>Effective date of JD</b>	01/11/2017	<b>JE Job Number</b>	G.0728

### Job Purpose including main duties and responsibilities:

The main purpose of the job is to:-

- manage the safe production of food within a hygienic environment
- prepare, cook and serve meals daily, taking into account any special dietary needs

Main Duties and responsibilities:

- Prepare, cook and serve meals for children and adults, to their choice, taking into account any special dietary needs.
- Liaise with teachers on any educational themed meals.
- Ensure food is at correct temperature before serving.
- Complete all kitchen record forms with the Federation Kitchen Manager.
- Ensure all health and safety and food hygiene regulations are maintained within the kitchen environment.
- Ensuring a good standard of cleanliness is maintained in the kitchen and report any equipment faults to the caretaker/school office.
- Ensure adequate food supplies are available.
- Washing up and sterilising of all cutlery, crockery and kitchen equipment daily.
- Set up of the dining area in the school hall, cleaning and clearing of the dining area ready for afternoon classes.
- Ensure that dining area is set up ready for beginning of service and tables are cleaned and put away at the end of service. Leaving the hall ready for use in the afternoon.

### Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	◦	◦	◦
Experience	◦ Experience of working in a catering establishment / large kitchen, mass catering	◦	◦ Application form / Interview
Practical Skills	◦ Ability to prepare food / wash dishes and clean effectively ◦ Ability to work under own initiative	◦	◦ Application form / Interview
Communication	◦ To be able to communicate with ease to adults and children alike ◦ To be sensitive to the needs of others ◦ Ability to work constructively as part of the school team	◦	◦ Application form / Interview
Personal Qualities	◦ Have a sense of humour ◦ Take full responsibility for the role	◦	◦ Interview
Strategic Thinking	◦ Problem solve on a daily basis	◦	◦ Application form / Interview
Technology / IT Skills	◦	◦	◦
Education and Training	◦ NVQ Catering ◦ Food Hygiene Certificate		◦ Application form / Interview
Equal Opportunities	◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties	◦	◦ Demonstrate knowledge at Interview
Physical	◦ Able to carry out the duties of the post with reasonable adjustments where necessary	◦	◦ OH1
Other relevant factors	◦ Commit and conform to DCC Customer Service Standards	◦	◦

**1. Supervision and Management:**

None

**2. Creativity and Innovation:**

Deal effectively with every day problem solving such as resources and equipment and menu changes as required. Respond in a positive and proactive manner to any issues. Any equipment failures will be reported directly to the Federation Kitchen Manager/Head of School and School Office/caretaker.

To serve food in an appealing and attractive form and layout.

Children with special dietary needs can be catered for with the assistance of the Federation Kitchen Manager.

**3. Links with other officers, Service users or Members of the Public:**

Deal with suppliers to ensure food service is compliant to their needs.

To liaise with school to ensure food service is compliant to their needs.

To discuss with parents any dietary needs of children.

**4. Levels of Responsibility:**

To plan and organise the food to be served, ensuring minimum wastage and value for money.

Report any kitchen, equipment faults.

Make menu changes as and when in circumstances of equipment failure or food deliveries not arriving.

**5. Effects of Decisions:**

Decisions are to ensure a value for money food provision service is given to the school - that the food is served on time.

**6. Resources:**

Responsible for kitchen food stocks and equipment and kitchen cleaning stocks.

**7. Work Demands:**

To provide a food service to the school at the times required. These can change, dependent on the activities of the school on each day.

To manage problems caused by equipment failure and food stock late deliveries.

Needs to complete DCC kitchen returns on time.

#### **8. Physical Demands:**

Due to the nature of the work there will be occurrences of physical effort in a hot environment. Physical activity will include bending, lifting, stretching and working within awkward / confined positions with possible heavy food containers and pans.

#### **9. Working Conditions:**

The kitchen environment can often be cold in the morning and getting hot and humid during the food preparation process. Often very noisy, due to machinery / equipment in operation and children in the school.

#### **10. Work Context:**

Kitchen staff will be exposed to a normal kitchen working within a hot environment, standing with moderate noise using kitchen equipment and machinery. This is frequently hot and/or sharp. While undertaking food preparation and cleaning activities the relevant protective clothing will be worn as there will be a need to work with hot surfaces and liquids and oils. Daily contact with children and members of school staff is to be expected.

#### **11. Knowledge and Skills:**

To be able to manage food to a set timetable and adapt as conditions require.

Ability to complete and maintain stock control, health and safety paperwork etc.

To have food hygiene certificates.

To be able to communicate with both the teachers and pupils of the school about the school food menu.

Numeracy skills.

It is essential that the post holder has experience of working in a school or business catering environment with general kitchen and cleaning knowledge.

**Job GLPC profile – to be completed by the J.E team**

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score

**Signatures:**

**Job Description agreed by:**

**Line Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Executive Headteacher/  
Head of School** \_\_\_\_\_ **----** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Structure chart – to be sent in by the manager as additional information with the job description and person specification if available**

