

GRANGE ACADEMY

JOB DESCRIPTION

POST: Kitchen Manager

RESPONSIBLE TO: Head of School (SLT/Student Parliament/LAB)

HOURS: 32 hours per week (1/2 hour unpaid lunch break)

JOB PURPOSE:

- To manage, organise and supervise the catering facilities of the school.
- To be responsible for the preparation, cooking & service of food and for standards of hygiene and cleanliness.
- To ensure efficient and economic use of all resources within the catering operation at the school.

MAIN DUTIES AND RESPONSIBILITIES

1. To plan menus, organise and control the production of meals and ensure their efficient service.
2. Work with a member of SLT in maintaining the Food for Life Award. It is proven that healthier meals at school can raise student achievement and wellbeing.
3. To produce delicious and nutritious student meals, staff meals, Breakfast Club and food for pre-arranged working lunches/meetings/events, including preparation, cooking, serving and cleaning as required.
4. To maintain standards of kitchen and personal hygiene and cleanliness of equipment, operating to the standards required by the statutory health & safety and hygiene regulations.
5. Induction and training of staff in health, safety and hygiene matters and on the job training, booking appropriate courses where required for catering staff and themselves.
6. To order all food supplies and other commodities required for the catering provision in line with current Financial Regulations and management of contracts with suppliers.
7. To operate and control stocks, keeping accurate and up to date stock records and ensuring security and hygienic storage of stock.
8. To calculate average cost per meal and monitor budget to ensure that the catering service runs at a financially viable level.
9. To control sales where appropriate, ensuring the correct procedures are followed in respect of the handling of cash as directed by the Schools Finance Manual.
10. To supervise catering staff, participating where necessary in their selection.
11. Arrange staff cover when a member of the catering team is absent.
12. To ensure that all equipment is kept in good working order and that repairs and maintenance are carried out as necessary, including First Aid boxes.
13. To undertake administrative duties relating to the catering facilities, reporting to the Head of School/SLT/Student Parliament and/or LAB as required.
14. To undertake any other duties as may be required to ensure the effective operation of the catering facilities at the school.