



Job Description: Chef/Catering Manager

Reporting to:	Vice Principal- Business and Community
Start date:	ASAP
Contract:	Permanent
Salary:	Negotiable
Hours:	7am until 3:30pm

Note: Please note, applications will be shortlisted on a rolling basis so prompt application is advised.

Ark Globe Academy, a vibrant and inclusive all-through academy located in the heart of Elephant and Castle, London. Our academy is part of the prestigious Ark network, known for its commitment to excellence and innovation in education.

At Ark Globe Academy, we cater to students aged 4 to 18, providing a seamless and supportive educational journey from reception through to sixth form. Our mission is to prepare our students for university and to be leaders in their community.

The Role

Our academy is seeking a dedicated and enthusiastic Chef/Catering Manager who shares our commitment to making a positive impact on our students' lives through nutritious and delicious meals.

In this role, you will lead our catering team in the creation and delivery of high-quality, healthy, and appealing meals that meet the diverse dietary needs of our students and staff. Your culinary expertise and managerial skills will ensure the efficient and smooth operation of our kitchen, while your enthusiasm and creativity will foster a culture of appreciation for good food and healthy eating within our academy community.

Key Responsibilities

Culinary Excellence

- Plan, prepare, and present nutritious, well-balanced meals that meet dietary requirements and preferences.
- Develop innovative menus reflecting seasonal produce, cultural diversity, and current food trends.
- Ensure high standards of quality, taste, and presentation, prioritising fresh ingredients.
- Encourage team and student input for a varied, interesting three-week menu cycle.
- Conduct pre- and post-service briefs and maintain a spotless kitchen ensuring food safety compliance is maintained.
- Oversee and execute hospitality requests.

Leadership and Management

- Lead, motivate, and manage the catering team, fostering a positive and collaborative environment.
- Oversee recruitment, training, and development of staff, ensuring high performance and job satisfaction.
- Implement efficient kitchen operations, including inventory management, budgeting, and cost control.
- Promote efficiency, budget awareness, and modern cooking techniques with a positive and flexible attitude.

Health and Safety

- Ensure compliance with health and safety regulations, food safety standards, and allergy management protocols.
- Maintain a clean, safe, and organised kitchen environment.
- Conduct regular hygiene and safety audits and inspections.
- Train and supervise employees in Health & Safety policies and best practices, including induction and hazardous equipment safety training.



Community Engagement

- Promote healthy eating and nutrition awareness among students, staff, and parents.
- Organise and participate in events such as cooking demonstrations, nutrition workshops, and themed food days.
- Support our Volunteer Food Cycle program with enthusiasm to support our community.
- Collaborate with the academy's leadership team to support school community well-being.

Sustainability and Innovation

- Implement sustainable practices, such as reducing food waste, sourcing local ingredients, and minimising single-use plastics.
- Stay updated on industry trends and seek opportunities for innovation in catering services.

Finance Management

- Maintain appropriate food stock levels and ensure stock is used within date.
- Ensure accurate portioning, recipe adherence, and dish specifications.
- Maintain and manage catering budgets.

Other

- Carry out other reasonable tasks as directed by the Vice Principal – Business & Community
- Share best practices with other Chef/Catering Managers across the Ark Network.
- Contribute towards the wider academy objectives and improvements
- Carry out first aid duties and undertaking fire marshal duties, if and when required
- Operate the cashless catering tills, when required
- Be willing to undertake appropriate training in line with contractual duties
- Be flexible regarding working hours
- Attend and support out of hours' academy events e.g. summer fair, parents' evenings
- This job description is subject to change with the agreement of the post holder



Person Specification: Chef/Catering Manager

Qualifications

- Right to work in the UK
- Level 3 Food Hygiene and Safety
- NVQ or City & Guilds in Professional Cookery
- Diploma in Culinary Arts (desirable)
- First Aid (desirable)

Knowledge, Skills and Experience

- **Catering for large groups:** Preferably as a sous chef or head chef in a school or educational setting.
- **Managing kitchen staff:** Demonstrated ability to lead and oversee kitchen teams.
- **Handling budgets and financial planning:** Proven experience in managing and working within budgets.
- **Working with children:** Experience in interacting with and catering to children's needs.
- **Cultural diversity in food preparation:** Experience with various dietary preferences is desirable but not essential.
- **Healthy eating and nutrition:** Knowledge in creating balanced menus and understanding nutritional needs.

Personal Characteristics

- **Passion and Belief:** Genuine passion for and belief in the mission and the Academy Culture Pyramid.
- **Flexibility and Optimism:** Operates with a spirit of flexibility and optimism for opportunity.
- **Solution-Focused Attitude:** Solution-focused with a can-do attitude.
- **Interpersonal Skills:** Personable, helpful, approachable, and positive, with the ability to stay calm and diplomatic under pressure.
- **Professional Communication:** Professional etiquette in all forms of communication.
- **Interpersonal Skills with Children and Adults:** Excellent interpersonal skills with both children and adults.
- **Adaptability:** Able to take direction as well as initiative when required.
- **Creative and Curious:** Creative, curious, with a can-do approach and a growth mindset.
- **Attention to Detail:** Exacting standards and a keen eye for detail.
- **Desire for Growth:** Keen to learn and further develop skills and knowledge.

Other

- This post is subject to an enhanced Disclosure and Barring Service check.
- Commitment to equality of opportunity and the safeguarding and welfare of all students

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).