

Job Description: Chef/Chef Manager

Reporting to:	Business Manager
Location:	West London
Contract:	Fixed Term/Permanent
Working Pattern:	32.5 hours per week/36 hours per week Term time only
Salary:	Ark Support Scale 5 £18,111 - £20,889 Ark Support Scale 7 £23,556 - £25,755

The Role

You will have overall responsibility for ensuring the Academy's quality of dining is outstanding, including dining operations, budgeting and finance, health and safety, and managing and developing a high functioning catering team.

Key Responsibilities

Food

- Assist in the planning and preparation of innovative seasonal menus and cooking for special functions and events which encourage healthy and nutritional eating habits
- Ensure food is prepared in accordance with relevant regulations and the procedures expected by the Catering Manager

Kitchen Operations

- Deliver excellent standards of customer service
- Assist with stock control/stock taking including receiving and checking supplies and safe storage
- Instruct Catering Assistants in food production methods
- Carry out additional tasks concerned with the operation of the kitchen, as and when required

Chef Manager additional responsibilities (if applicable)

Catering and Kitchen Management

- Deliver an effective catering operation which provides; innovative seasonal menu planning, high quality food, friendly customer service and delivered to an excellent standard, which encourages healthy and nutritional eating habits
- Ensure effective kitchen systems and procedures are in place which monitor, maintain, and improve the standards of the product and service including effective communication of allergenic ingredients in all foods served
- Organise and execute internal and external functions, events, or theme days, as required

- Responsible for building and maintaining a highly functioning catering team by participating in recruitment and selection, effectively structuring each member's roles and responsibilities, providing regular training and supporting their wellbeing using Ark's People policies

Financial / Budget Management

- Develop an annual catering budget and manage the catering function within the set budgetary and gross profit targets, recommending and implementing cost reductions and service improvements
- Produce reports and financial analysis when required
- Ensure effective storage, use and replenishment of food stock and associated records, and follow the Academies purchasing and accounting policies and procedures

Health and Safety

- Ensure that all kitchen and dining area/equipment area are maintained and operated to the standards required by the statutory, local authority and academy health, safety, fire, food and hygiene regulations and policies
- Ensure that a system of HACCP controls is in place and appropriate records are always maintained

Other

- Actively promotes the safety and welfare of our children and young people
- Ensures compliance with Ark's data protection rules and procedures
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Chef / Chef Manager

Qualifications

- Professional hospitality/catering qualification at L2 or above
- Health & Hygiene Certificate L3, desirable
- First Aid qualification, desirable

Knowledge, Skills and Experience

- Experience catering in large quantities in a chef/head chef role, ideally within a school
- Experience of cultural diversity, with particular reference to food preparation and dietary preferences, desirable
- Knowledge of healthy eating and nutrition and creating related menus
- Experience leading, coaching and motivating staff, ensuring professional development and effectively challenging and managing any underperformance
- Experience setting and managing a catering budget
- Excellent communication skills with children and adults
- High level of proficiency with Microsoft Office

Behaviours

- Genuine passion and interest in food and in helping children learn to eat healthily
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Excellent interpersonal skills, able to motivate and manage others effectively
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.