

**Job Description: Chef Manager**

**Reports to:** The Principal

**Start date**: September 2019

**Salary:** £25,746 pa

**The Role**

As Chef Manager, you will have ultimate responsibility for ensuring Ark Pioneer Academy’s quality of dining is outstanding. You will be responsible for dining operations, budgeting and finance, health and safety, as well as managing and developing a high functioning dining staff.

**Key responsibilities**

**Catering and Kitchen Management**

* Plan, organise and manage the catering team and catering operations to ensure that the food quality, presentation and service are provided to excellent standards
* Establish kitchen systems and procedures in order to monitor, maintain and improve the standards of the product and service
* Manage, deliver and promote, to the highest possible standard, the agreed food offers to pupils, staff, parents and visitors
* Lead the catering team in developing a food offer that encourages healthy eating habits through innovative, seasonal menu planning, which use fresh ingredients and meet Nutritional Standards and the dietary requirements of students, staff and visitors
* Promote exceptional standards of customer service, ensuring that all services, whether core or hospitality, operate in a friendly, smooth and efficient manner at all times
* Build strong relationships between the catering department and the rest of the academy, by participating in assemblies, student workshops, competitions, projects, etc.
* Organise and execute internal and external functions, events or theme days, as required

**Food**

* Oversee all food production and delivery, ensuring the highest standards at all times
* Prioritise and monitor food safety standards in all food storage, preparation, cooking and serving
* Communicate with students and staff to gather feedback, understand customer needs and develop the food accordingly
* Ensure that accurate information relating to the inclusion of allergenic ingredients in all foods served at the Academy is communicated to customers

**Budgeting and Financial Planning**

* Draft an annual catering budget for discussion and approval by the Principal and manage the business within the set budgetary and gross profit targets, recommending and implementing cost reductions and service improvements
* Achieve and maintain the food cost in accordance with this budget seeking authorisation for any variation; produce reports and analysis when required
* Oversee the storage, use and replenishment of food stock, recording and reporting regular stock counts to the Principal
* Order foodstuffs and light equipment in accordance with the academy’s purchasing policy and procedures, accounting for all money spent and received, all stock purchased and used and supply supporting receipts

**Health and Safety**

* Ensure that heavy duty kitchen equipment, light equipment, work areas, other facilities and general surroundings of the dining 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 maintained at all times

**People Management**

* Build a highly functioning catering team by participating in recruitment and selection, effectively structuring each member’s roles and responsibilities, running regular team meetings, identifying growth opportunities and providing regular training opportunities
* Take responsibility for the wellbeing of the catering team, adhering to Employment Legislation and following the school's Personnel and Training Policies and Procedures

**Other**

* Carry out other reasonable tasks as directed by the Principal



**Person Specification: Chef Manager**

**Qualification Criteria**

* Right to work in UK
* Maths and English GCSE at grade C/grade 5 and above
* Professional hospitality/catering qualification at L2 or above
* Health & Hygiene Certificate L3, desirable
* First Aid qualification, desirable

**Experience**

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

**Personal Characteristics**

* Genuine passion for and a belief in the potential of every student
* Deep commitment to Ark’s mission of providing an excellent education to all every student, regardless of background
* Resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction
* Excellent interpersonal skills, able to motivate and manage others effectively
* Genuine passion and interest in food and in helping children learn to eat healthily
* High standards and attention to detail
* Excellent time management and organisational skills; able to manage multiple priorities

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake training
* The post holder will be subject to an enhanced Disclosure and Barring Service 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*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.