



## **Job Description: Chef Manager**

**Reporting to:** Vice Principal- Business and Community

**Start date:** ASAP

**Contract:** Permanent

**Salary:** Grade 9, Point 25-33 (£34,058- £40,149)

**Hours:** All year around, Full Time

### **The Role**

To successfully produce and deliver to the highest possible standard, the agreed food offer to pupils, staff, parents and visitors at all services within pre-agreed budgetary targets.

To work with the SMT to develop a food offer at school that promotes and encourages healthy eating habits through innovative, seasonal menu planning.

To produce dishes with accurate portioning and minimum wastage to ensure production remains within budget.

Within this role, you will be focussing on delivering the highest quality of food, kitchen management and excellent customer service.

### **Key Responsibilities**

#### **Food**

- Be the lead and active chef, cooking for all services
- Encourage input from less senior catering team members and customers for inclusion in a three weekly menu cycle of varied and interesting dishes on a termly basis that incorporate seasonal produce and are suitable for the age range to which they are being served.
- Ensure that Junior School menus reflect the offer at the Senior School.
- Keep a record of all kitchen (not plate) wastage.
- Produce as many dishes as possible from fresh ingredients, only using frozen or pre-prepared as a secondary back-up alternative rather than first choice option. The target of fresh produce to frozen/pre-prepared is 90%:10%
- Take responsibility for the kitchen and Culinary Team, maintaining efficiently and effectively staff interest and morale. Understand pupil and customer needs and requirements, work to exceed these wherever possible.
- Assist with development and motivation of team. Promote efficiency, budget awareness, School standards and commitment to modern, fresh cooking techniques.
- Demonstrate a positive working manner with an enthusiastic, committed and flexible attitude, promoting the importance and benefits of effective teamwork.
- Train and supervise employees in compliance to Health & Safety policy within the team, championing 'best practice' and providing assistance and advice where required.

#### **Finance Management**

- Ensure that food stocks are kept to the appropriate level, complete requisition forms for stock replenishment and ensure all stock received is used in date.
- Ensure portions are accurate, when necessary, recipes are followed, and dish specifications are adhered to.

#### **People Management**

- In conjunction with the SMT, carry out induction training and safe use of hazardous equipment training.



### **Operational**

- Conduct pre- and post- service briefs before and after every service.
- Ensure that all members of the Culinary Team are aware of their duties throughout the day, especially during service periods to ensure that they run as smoothly as possible.
- Ensure that all areas within the kitchen are spotlessly clean at all times and that appropriate food safety documentation and cleaning schedules are in place, completed and archived.
- Manage an effective ordering system.

### **Communication**

- In conjunction with the floor supervisors, manage an effective communication strategy between the front and back of house teams

### **Other**

- Carry out other reasonable tasks as directed by the Vice Principal – Business & Community, and the School Business Manager
- Share best practice with the wider team and approach all tasks with a growth mindset
- Ensure the working environment is to a professional standard
- Contribute towards the wider academy objectives and improvements
- Support other operations when required
- Carry out first aid duties and undertaking fire marshal duties, if and when required
- Undertake morning and afternoon playground duties, when required
- Operate the cashless catering tills, when required
- Cater and set up for meetings and events
- 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 Manager

### Qualifications

- Right to work in the UK
- City & Guilds 706 (or 7100)/1 & 2 (3 would be desirable but not essential)
- Health & Hygiene Certificate
- First Aid qualification would be desirable but not essential.

### Knowledge, Skills and Experience

- Experience of catering in large quantities either in a sous chef or head chef role, and ideally within a school or education setting
- Experience of managing kitchen staff
- Experience of managing and working within budgets
- Experience of working with children
- Experience of cultural diversity, with particular reference to food preparation and dietary preferences would be desirable but not essential
- Knowledge of healthy eating and nutrition and creating related menu's

### Personal Characteristics

- Genuine passion for and a belief in the mission and the Academy Culture Pyramid
- Deep commitment to Ark's mission of providing an excellent education to every student regardless of background and belief in the potential of every pupil
- Operates with a spirit of flexibility and optimism for opportunity
- Solution focused with a can-do attitude
- Analytical and conceptual thinker
- Personable, helpful, approachable, positive and the ability to stay calm and diplomatic under pressure
- Professional etiquette through all means of communication
- Excellent interpersonal skills with children and adults
- Able to take direction but also be able to take initiative when required
- Exercises sound judgment, especially relating to confidentiality and discretion
- Have a creative, curious, 'can-do' approach and a growth mind-set
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop own skills and knowledge

### Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Disqualification by Association

*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.*