



Chef Manager Job Description

Reports to: Operations Director

Start date: As soon possible

Contract: Permanent

Hours: 36 per week term time only

Salary: Grade 8 (pay point 19-29) pro rata

Ark All Saints is a small school made up of 600 scholars. We consider ourselves to be members of a family, who work together to ensure the success of all our children. Our staff team is deeply committed to the new academy's transformation and future, and looking to create a vision for success, a culture of academic achievement and a nurturing environment in which scholars can thrive. A Church of England school whose only admission criteria is on distance; we welcome scholars of all faiths and none and we expect all members of staff to support and uphold the moral ethos of our academy.

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:

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 maintained at all times
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Other

- Actively promotes the safety and welfare of our children and young people
- Ensures compliance with Arks 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 Manager

Qualification Criteria

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

Knowledge and Experience

- Experience catering in large quantities in a 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 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](#)

