


<b>Job Description – Head of Kitchen</b>	
<b>Point 8-9</b>	
<b>Date</b>	

### **Purpose of the role**

Responsible for the operational efficiency of the catering service, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management. Maintenance of the highest standards of personnel management, hygiene and health and safety.

### **Key tasks, responsibilities and attributes**

#### *Food preparation*

- Responsible for the preparation and presentation of food.
- Ensure methods of preparation and presentation comply with current catering standards and food safety legislation.
- Maintaining stock levels, ordering materials and supplies as required - check deliveries and ensure raw and cooked food is stored correctly.
- To plan menus twice yearly to conform to all required nutritional and portion standards.
- Ensure the food safety of pupils with particular and special diets.
- Keeping financial and administrative records including budgeting, and ensuring value for money with regard to contracts/suppliers.
- Monitor satisfaction with service provided annually.

#### *Team Leadership/Communication*

- Hold team meetings when necessary.
- Maintain contact with Headteacher, SLT and Office Manager.

#### *Health and safety*

- Ensure correct use of materials and equipment ensuring walking areas are kept clean and tidy.
- Maintain highest levels of cleanliness and hygiene within the kitchen area ensuring the cleaning schedule is completed on a daily basis.
- Carry out a deep clean as necessary.
- Ensure compliance with the school's Health & Safety policy and COSHH (including accidents and unfit food) ensuring these are observed by all members of staff and visitors.
- Uphold the EHO rating to the highest standard by ensuring all legal paperwork and procedures are in place and carried out effectively, including producing all required legal documents.
- Report immediately any machinery faults to the Office Manager.
- Co-operate with the employer on all issues relating to health, safety and welfare.
- Maintain a high standard of personal cleanliness and hygiene.

#### *Food Service*

- Serve staff, pupils and visitors at service time to the required standard and promote a warm, friendly atmosphere.

#### *General*

- Assist in the production and service of special functions, as required.

- Participate in appraisal process, taking responsibility for identification of CPD opportunities.
- To ensure all duties and services are in accordance with the schools' Equal Opportunities Policy and to share the schools' commitment to safeguarding.

## **SAFEGUARDING**

All staff are required to adhere to the school's Safeguarding policy at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, these concerns must be reported to the school's Designated Safeguarding Lead (DSL).

## **AGREEMENT**

This job description is agreed between the post holder and the manager to whom they are accountable to. It is not exhaustive and will be reviewed as part of the appraisal process and may be subject to modification or amendment at any time after consultation with the post holder. It may be reviewed in light of experience, changes and developments.

All employees are responsible for ensuring they attend the relevant mandatory training as agreed with their manager. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.

<b>POST HOLDER'S NAME:</b>	
<b>POST HOLDER'S SIGNATURE:</b>	
<b>DATE:</b>	

<b>MANAGER'S NAME:</b>	
<b>MANAGER'S SIGNATURE:</b>	
<b>DATE:</b>	

## Personal Specification – Head of Kitchen

Attribute	Essential	Desirable	How identified
<b>Relevant experience</b>			
Experience of working in a kitchen/food service industry in either a paid capacity or as a volunteer	✓		Interview/Application/Reference
L3 Food Safety/Hygiene qualified		✓	Application
2 years of working in school		✓	Application/Reference
Wide knowledge of culinary production and strong culinary skill	✓		Interview/Application/Reference
Experience of working at management level in an industrial kitchen or catering establishment including : <ul style="list-style-type: none"> <li>Line management and supervisory experience</li> <li>Experience of menu planning and pricing</li> <li>Experience of recording and managing stock</li> </ul>		✓	Interview/Application/Reference
<b>Education and training</b>			
Basic literacy and numeracy skills	✓		Interview/Application
Good written and spoken English	✓		Interview/Application
Studies undertaken beyond GCSE or equivalent		✓	Application/Reference
1 <sup>st</sup> Aid qualified		✓	Application
<b>Specialist knowledge and skills</b>			
Model acceptable behaviour	✓		Interview/Application/Reference
Ability to work in a team	✓		Interview/Application/Reference
Work with guidance and limited supervision	✓		Interview/Application/Reference
Understanding the routines and challenges of catering in a school environments	✓		Interview/Application/Reference
Knowledge of legislative requirements for working in industrial cooking and school catering	✓		Interview/Application/Reference
<b>Any additional factors</b>			
Well developed sense of responsibility	✓		Interview/Application/Reference
Calm under pressure	✓		Interview/Application/Reference
Willingness to lead and be led	✓		Interview/Application/Reference
Understanding safeguarding	✓		Interview/Application/Reference