

## JOB DESCRIPTION

**TITLE:** Kitchen Manager

**POST NO:**

**DEPARTMENT:** Beechwood Primary School

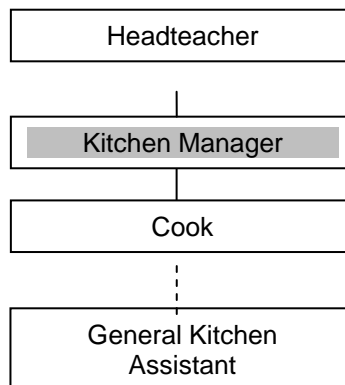
**RESPONSIBLE TO:** Headteacher

**GRADE:** L5

### PURPOSE OF POST:

To manage the kitchen/s and dining room/s in accordance with and to the standard required by LBC Catering Services policies and procedures, meeting the requirements of the School Food Plan, Health and Safety, and Food Hygiene legislation and best practice in accordance with the SLA/Contract with the school.

### ORGANISATION CHART:



### PRINCIPAL RESPONSIBILITIES:

- |  | <u>%</u> |
|--|----------|
| 1. Provide catering services including preparation, cooking, serving and cleaning. Deliver other catering services and special functions as required, in order to maximise income and customer satisfaction. Organise and assist with setting up of dining room/s cleaning and washing up including in depth cleaning. | 35       |
| 2. Organise kitchen staff to ensure all tasks are efficiently completed according to rotas, to keep hours worked within budget targets. Assist the Area Catering   | 20       |

- Operations Manager in assessing catering and staffing needs. Ensure correct work practices and methods are used by all kitchen staff to produce high quality food service and comply with Food Safety and Health and safety legislation. To carry out training of staff as required.
3. Order and control all stock required in the service maintaining records as appropriate. Ensure that the kitchen is correctly stocked with light equipment and first aid items. Control all expenditure to ensure it is in line with budget targets. 15
  4. Ensure the correct procedures are followed in relation to registering pupils and staff, monitoring accounts and completion of reports using the cashless system. Monitor the issue of authorised free meals. Complete all appropriate returns and records in accordance with current catering policy and the Council's Financial Regulations to meet the required timescales and produce accurate accounts of income and expenditure. Implement all Council policies and procedures including Sickness Absence Monitoring, Personal Performance Appraisal (PPA), to ensure policies are adhered to and the Council's standards in these areas are met. 14
  5. Produce menus and other food sales according to the School Food Plan and the needs of the school in consultation with the Area Catering Operations Manager and the SLA/contract. Monitor sales of meals to meet customer needs and respond accordingly 10
  6. Ensure all equipment is kept in good safe working order. Report any defects in kitchen equipment or premises to the appropriate body. Ensure this maintenance is undertaken escalating if necessary. 3
  7. Liaise with the school staff and Area Catering Operations Manager to organise any catering support required for open days, parents' evenings and other school events. Provide full information of catering services available and maintain good relationships with customers. 2
  8. Implement emergency feeding if required, to meet the needs of the community. 1

## DIMENSIONS:

**Supervisory Management:** Responsible for

	Cook(s)	General Kitchen Assistant(s)
Grade 4 position	0 – 1	2 – 5
Grade 5 position	0 – 1	4 - 8

as appropriate for meal numbers, turnover and premises

**Financial Resources:** Assist the Area Catering Operations Manager with monitoring and operating within budget targets for food, cleaning materials, disposables and staffing hours including monitoring all income as appropriate.

**Physical Resources:** Kitchen and dining room premises, food and related stock, and all equipment and security as appropriate.

**Other:** Responsible for managing the preparation and cooking of

Grade 4 position	Between 201 and 350 meals
Grade 5 position	Above 350 meals

on an average of 190 days per annum, in 1 or more kitchens, with service of food from 1 or more locations. Other catering services as required, for example, breakfast, mid morning snacks, staff room trolley service, milk/drinks sales and vending services. Special Function catering when required.

## CONTEXT:

This post will be responsible, under the direction of the Area Catering Operations Manager, for providing catering services to the school. This requires efficient adherence to timetables, budget targets and a kitchen team which works cohesively together. It involves feeding school pupils and staff on a daily basis which requires an understanding of basic dietary needs and eating trends, in addition to the education culture under which the school operates. Where required the catering service will provide for ethnic minority cuisine, which is prepared, cooked and served according to the appropriate religious or cultural methods.

The Kitchen Manager will work together with the school in meeting the seasonal or curriculum requirements for catering e.g. packed lunches for school days out. A positive attitude to supporting school events such as open days, sports days, and money raising functions is advantageous.

## Physical Effort and/or Strain

The Kitchen Manager post will require a degree of physical effort at frequent intervals during the working day.

Lifting e.g. cases of food stock, industrial size cooking containers, approximately 15% of working time

Bending e.g. removing containers from ovens, hot-cupboards, leaning over service counters, approximately 20% of working time

Moving furniture in the dining room/s approximately 10% of working time

## Working Environment

The kitchen environment is likely to have higher than normal temperatures, especially in hot weather, generally 30% of working time.

## **Criminal Records Disclosure**

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

**Person Specification  
Kitchen Manager**

A Grade L4 position would expect to have a demonstrable level of the attributes below  
A Grade L5 position would expect to have an in depth knowledge of the attributes below  
This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected  
Desirable (D):- useful for choosing between two good candidates.

<b>Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.</b>				
<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Experience</b>	Experience in large scale industrial catering or similar	1, 2	Some experience in customer care	1, 2
	Experience in kitchen management and accounting methods	1, 2		
<b>Skills/ Abilities</b>	Able to communicate with and supervise staff	1, 2	Able to train staff in basic kitchen procedures	1, 2
	Able to organise own and others work to meet deadlines and motivate team spirit	1, 2	Knowledge of modern administrative methods and IT	1, 2
	High level of cooking skill	1, 2		
	Able to work on own initiative	1, 2		
	Able to follow and uphold policies	1, 2		
<b>Equality Issues</b>	Able to identify some types of discrimination that commonly exist	1, 2		
<b>Specialist Knowledge</b>	Knowledge of Food Hygiene and Health and Safety related legislation	1, 2	Ability to operate a cashless system	1, 2
			Ability to organise and deliver special functions	1, 2
			Basic knowledge of school meals provision	1, 2
			Basic knowledge of the principles of nutrition	1, 2
<b>Education and Training</b>	Level 2 or similar in Food Safety or Higher	1, 2, 4	City and Guilds 706/1,706/2	1, 2, 4
			NVQ 1 & 2, 3 & 4	
<b>Other Requirements</b>	Demonstrate co-operation to work to meet service demands	1, 2	Ability to produce ethnic cuisine	1, 2
	Able to perform physical tasks on a frequent basis e.g. Lifting up to 20kg.	1, 2		

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**(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise )**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).