



Ashmole Academy Trust

JOB DESCRIPTION

POST TITLE	Secondary Chef Manager
GRADE	Actual Pay Scale £24,221 - £26,419 pa
CONTRACT	Permanent
RESPONSIBLE TO:	The Head Teacher in all matters and to The Deputy Catering Manager.
WORK PATTERN:	40 hours per week, 40 working weeks, Monday - Friday 6.30 am – 3 pm.

Employment Duties

You will be managing all aspects of the Kitchen, including cooking, staff supervision, Health & Safety, Training and Development. Conduct all allocated duties with a positive and can do attitude, leading by example.

Key Tasks of the Post:

- Responsible for the cooking, organisation and supervision of the day to day operation of the Ashmole Academy Secondary School Kitchen.
- Plan, prepare and cook food for special functions and special days.
- Ensure that food is prepared in accordance with Hygiene legislation, e.g. temperatures are recorded, foodstuffs are stored safely and hygienically.
- Ensures that dishes are produced to required standards of quality and presentation for service ensuring portion sizes and GP are achieved in line with budget.
- Demonstrates good standards of customer service.
- Responsible for stock control.
- Assists in the planning and preparation of menus.
- Clerical duties to include the ordering of supplies and the correct completion of returns.

Staff Responsibilities:

- Responsible for the management, development and performance monitoring of a team of 10 General Kitchen Assistants and an Assistant Kitchen Manager.



Responsibilities for Health and Safety:

- Responsible for ensuring compliance with the relevant Food Hygiene Legislation and Health and Safety Legislation.
- Ensure staff are adhering to correct policy and procedures including Health and Safety, COSHH, HACCP and Manual Handling etc.
- Ensure staff are only using authorised cleaning materials, ensure the correct dilution rate as directed and used only for the purpose indicated.
- Ensure all PPE issued is worn at all times, including rubber gloves.

You will be an effective part of the school team you will:

- Work as part of a multi-disciplinary team.
- Take responsibility for contributing towards your own development with the guidance of your Manager and attending training courses as identified.
- Maintain school policy and procedures.
- To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the school.

Post Holder: _____

Head Teacher: _____ **Date:** _____