

TESTWOOD SCHOOL

ROLE PROFILE

This role profile will be used in performance development reviews, inductions and training and development.

Section A

	Testwood School
Role Title:	Chef Manager / Head of Catering Services
Reports to:	Director of Finance
Role Purpose:	To manage a team of staff and related resources to provide an effective and exciting catering service for the school.

Section B

ROLE REQUIREMENTS

Accountabilities	Accountability Statements
Staff Management	<ul style="list-style-type: none"> • Recruit suitable catering staff. Support and train apprentice/s. • Plan and provide appropriate induction training and arrange in-service training as required • Manage catering staff including their effective deployment, welfare, discipline and development. • Devise and monitor procedures to ensure compliance with health and safety, hygiene and food handlings regulations. • Ensure kitchen staff receive training for Basic Food Hygiene Certificate.
Resources and budget management	<ul style="list-style-type: none"> • Requisition supplies, obtaining best value. • Check deliveries for quality and quantity and reconcile invoices. • Ensure efficient stock control including stock rotation and maintenance of stock records • Ensure control of budget • Oversee maintenance of kitchen equipment to meet standards of safety and efficiency • Devise and monitor guidelines on portion control and minimisation of waste. • Maintain appropriate administration and recording systems
Service planning, delivery and monitoring	<ul style="list-style-type: none"> • Plan and publish suitable healthy menus, utilising the school website and other school advertising media. • Prepare and cook varied and creative fresh meals and snacks using fresh produce as much as possible for students and staff. • Monitor catering staff in food preparation, cooking, serving and cleaning and take appropriate remedial action as and when required. • Develop good customer relationships and effective communication within the school. • Respond effectively to customer request and complaints

Section C

Key Decision Making

- Setting daily priorities
- Purchasing and choosing suppliers
- Stock control
- Devising and adjusting menus
- Catering for special diets
- Ordering and dealing with deliveries of supplies
- Budget constraints

Section D

Role Dimensions

- Increasing daily meals take up.
- Complexity of the service may vary e.g. different points of sale.
- Strict deadlines on a daily basis.
- Shared facilities e.g. dining area/teaching space.

Section E

Main Contacts

- **Internal:** Students, staff, parents and governors.
- **External:** Suppliers, maintenance contractors and inspectors.

Section F

Working Conditions

- Kitchen environment can be very hot, busy and noisy.
- Some heavy manual work including lifting e.g. deliveries of suppliers.
- Intense working periods.

Section G

Context/additional Information

- Small team of staff
- Some sudden changes of priorities
- Very busy periods at certain points in the year
- May be required to work at parents' evenings / school events.

PROGRESSION IN ROLE	Entry	Necessary role related knowledge, skills and experience at selection <ul style="list-style-type: none"> • 3 years experience of working in a relevant catering environment • 1 years experience of supervising staff or deputising for management role • Catering Qualification e.g. HCIMA/HND/NEBSS/C and G 706/NVQ Food Preparation and Cooking 1 & 2 • Knowledge and experience of budget management and costing • Skilled in delivering customer focussed service • Good communication skills • Team leadership skills
	2 Months	Estimated time to become operationally effective <ul style="list-style-type: none"> • Knowledge of school policies e.g. health & safety • Site knowledge and daily/weekly routines • Knowledge of equipment • Knowledge of stock systems • Information about suppliers • Familiarity with budget details • Annual patterns and seasonal changes
		Operationally effective
		<ul style="list-style-type: none"> • Staff levels are maintained, level of staff turnover is acceptable, staff are motivated and well trained • Kitchen runs smoothly with minimal referrals from staff • Resources are used efficiently and budget is balanced • Positive customer feedback
	Adding Value	What characteristics will the advanced role holder demonstrate <ul style="list-style-type: none"> • Promotes the catering service in order to exceed targets • Initiates developments to improve the catering service • Works closely with school management to develop the catering service to support wider school requirements

Salary Grade

Depending upon experience and qualifications Hampshire Support Staff Pay Grade D £19,846 - £22,337 FTE

Working Times

37 hours per week. Term time only. (40 working weeks per year, paid 45.62 weeks per year) Hours of the day to be agreed and to support the operational requirements of the school