



## **JOB DESCRIPTION**

**JOB TITLE: Kitchen Manager**

**DIVISION: Catering**

**GRADE: GR4 Secondary**

**SECTION: WHMAT**

### **1.0 JOB PURPOSE**

- 1.1 Responsible for the effective day to day management of the catering arrangements at a school including preparation, cooking and serving of the meals together with the planning and control of all aspects of the service, promoting the catering service at all times through customer care development and training of staff.

### **2.0 Key Responsibilities**

- 2.1 To be responsible for the preparation, cooking and service of food ensuring that the efficient and economic use is made of all resources and the highest standards of hygiene and food safety are maintained.
- 2.2 To plan, operate and control the production and service of food related duties. To devise set programmes of work for the catering staff and to supervise the work of the catering staff on a daily basis.
- 2.3 To devise menus to ensure a variety of meals are served in the school which cater for different dietary requirements as appropriate and in accordance with current Nutritional Standards.
- 2.4 To order all food goods and other commodities required from the recognised suppliers in accordance with the catering requirements of the school and to the agreed catering budget.
- 2.5 To operate and control food stock to include maintaining stock records and ensuring the correct completion and submission of all appropriate returns and records.



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- 2.6 To act as health and safety co-ordinator within the school kitchen ensuring the recognised health and safety procedures and practises are adhered to by all catering staff working within the school kitchen.
- 2.7 To ensure and adjust in conjunction with the Trust Catering Manager levels of Staffing within the school catering team so as to ensure an efficient catering service which fulfils the Schools catering requirements. To participate in the selection, appointment and induction of new catering staff.
- 2.8 To implement the agreed cash handling and accounting procedures with regard to the receipt of payment for food and drinks from students and visitors to the School and ensure such procedures are adhered to by all catering staff.
- 2.9 To organise, control and assist with school catering functions at the direction of the Head of Academy. To supply information for appropriate invoices to be raised in respect of catering functions and services made available to users of the school's premises and facilities.
- 2.10 To be aware of and adhere to applicable rules, regulations, legislation and Procedures e.g. WHMAT (Equal Opportunities policy/ Code of conduct, Health & Safety, Data Protection & Environmental Health Inspections).
- 2.11 To maintain confidentiality of information acquired in the course of undertaking duties for the school.
- 2.12 To operate basic range of ICT software Word, internet etc.
- 2.13 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible comes into contact with.
- 2.14 To ensure all tasks are carried out with due regard for Health & Safety.



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- 2.15 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.16 To adhere to the ethos of the school:
  - 2.17.1 To promote the agreed vision and aims of the school
  - 2.17.2 To set an example of personal integrity and professionalism
  - 2.17.3 Attendance at appropriate staff meetings and parent's evenings.
- 2.17 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

## **HEALTH AND SAFETY STATEMENT**

In accordance with Washwood Heath Multi Academy Trust Safety Policy, WHMAT has a commitment to ensure the health, safety and wellbeing of all our staff.

Washwood Heath Multi Academy Trust considers our employees have a major part to play in the success of this Policy by adhering to safety rules and codes of practice set in place to protect all members of staff at work.

We will provide information, instruction, supervision and training for our employees ensuring they are competent to carry out their work safely.  
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**OBSERVANCE OF WASHWOOD HEATH MULTI ACADEMY TRUST EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

**3.0 SUPERVISION RECEIVED**

3.1 SUPERVISING OFFICER JOB TITLE: Kitchen Manager

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by the Trust Catering Manager.
2. Left to work within established guidelines subject to scrutiny by the Trust Catering Manager.
3. Plan own work to ensure the meeting of defined objectives.

**4.0 SUPERVISION GIVEN** (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
Deputy Kitchen Managers	GR3		
Deputy Kitchen Managers	GR2		
General Assistants	GR1		

\*Use 1,2 or 3 as in 3.2



## 5.0 SPECIAL CONDITIONS

- 5.1 Required to be available for catering for weekend and evening school activities and special functions mounted by the school e.g. fund raising events, parent's/teachers meetings, Governor's meetings, and summer school.
- 5.2 To be available for work during school holidays to cover summer school etc.
- 5.3 To attain hygiene training, commensurate with your duties.
- 5.4 To attend training courses and area meetings as required.
- 5.5 To hold the Level 3 Certificate in Food Safety
- 5.6 Term time working to school term dates.
- 5.7 To attend induction course (this may be on site or at Head Office).
- 5.8 To work 3 cleaning days per year that may fall in school holiday period.
- 5.9 There may be some flexibility required around start and finish times according to the needs of the service.
- 5.10 To provide own footwear, which needs to be flat and enclosed with non-slip soles.
- 5.11 There may be the need for movability working across different sites of Washwood Heath Multi Academy Trust.
- 5.12 **This post involves working with children and is therefore subject to a disclosure check through the confidential process administered by the Criminal Records Bureau. As part of the recruitment process to work with children you will be required to provide information on all convictions and reprimands, spent or not. A conviction may not exclude candidates from these jobs but will be considered as part of the recruitment process. Washwood Heath Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**
- 5.13 Washwood Heath Multi Academy is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age.



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- 5.14 Under Section 8 of the Asylum and Immigration Act of 1996 it is a criminal offence to employ a person aged 16 or over who is subject to immigration control. It is therefore necessary for Washwood Heath Multi Academy Trust to establish the entitlement to work in the UK for all applicants.



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