



Learning Academy Partnership

Job Description Kitchen Lead

Job Title:	Kitchen Lead
Grade:	NJC Grade F (Torbay)
Hours of Work:	30 hours per week, 39 weeks per year
Responsible To:	Trust Catering Services Lead
Revision:	1.1 – May 2022

Key Responsibilities

Main Purpose of Post

To always put children first and uphold and drive the vision, values of the Trust.

Working within Trust and Academy policies and procedures and be aware of legislation relevant to personal role and responsibilities.

Support the Trust Catering Services Lead with the Trust's vision to deliver an excellent, high standard of school meals across all our Academies to meet the needs and expectations of parents, pupils and staff.

Duties and Responsibilities

- To support the catering team to prepare, cook and serve meals in a clean and safe dining room environment
- Responsible for the preparation, cooking and serving of meals for consumption both on and off the premises, including special diets
- To be responsible for the standards of cleanliness, safety and hygiene of the kitchen and equipment and to work within the guidelines of the Health and Safety, Food Safety and Hygiene Regulations
- To ensure compliance with food specification nutritional standards such as the Education (Nutritional Standards for School Lunches) Regulations
- To be responsible for financial control within the Kitchen, including ordering stock and stock control as set by the Trust Catering Services Lead
- To assist with the delivery of hospitality and events within the Trust including the set-up, service and clear down as required
- To support other Trust catering establishments if required
- Responsible for receipt, temperature probing/recording and the correct storage of all delivered goods
- To ensure all colleagues and agency workers receive training on the correct use of equipment, kitchen techniques, health and safety, food safety, COSHH, manual handling and nutritional standards
- To ensure all relevant paperwork is completed to comply with Trust and Government audit standards and requirements
- To liaise with Trust Catering Services Lead, Head Teachers, school colleagues, contractors, suppliers, children and parents

Line Management

- To supervise the site(s) catering team(s) which includes monitoring standards and performance
- Support the Trust Catering Services Lead with recruitment, induction, probation, appraisal and ongoing development of the catering team
- Absence management of the catering team including reporting/recording absence, return to work meetings and coordinating cover during sickness/absence periods
- Implement cleaning rotas for all kitchen equipment and associated activities. Record and document on cleaning schedules to comply with LAP Company HACCP policy
- Facilitate training of new staff in the use of equipment, kitchen techniques and relevant aspects of health and safety in the kitchen environment

Development of the Catering Service

- Menu planning for theme days and promotional activities within the school in negotiation with Trust Catering Services Lead / Food Champions
- Always promote the LAP Brand in a positive manner, becoming an ambassador for the service
- Support the promotion of healthy eating, including cookery clubs that can be incorporated into the curriculum
- Be responsible for suggesting ideas to improve the service

General Responsibilities

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos / work / aims of the Learning Academy Partnership
- Establish constructive relationships and communicate with other professionals
- Attend and participate in relevant meetings at Academies and other events as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To be a reflective practitioner who is active in the pursuit of their own professional development

Expectations

1. As appropriate to the postholder's duties must be carried out in compliance with the following:
 - Trust Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. To work at all times within Code of Conduct, GDPR and Safeguarding Policy
5. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions

6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the postholder's professional responsibilities and duties.

Signed:

Chief Executive Officer

Date:

Signed:

Postholder

Date:

Person Specification – Catering Manager

Attributes/ Requirements	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> GCSE qualification is in Maths and English (or an equivalent level of numeracy and literacy skills) NVQ Level 2 in professional cookery or equivalent is essential. 	<ul style="list-style-type: none"> Formal Catering Qualification Food Hygiene Certificate First Aid Qualification Health & Safety Qualification Qualifications relating to Customer Service, Staff Supervision, Nutrition & Health Recruitment & Selection training, including Safer Recruitment
Professional Skills / Knowledge	<ul style="list-style-type: none"> Ability to relate well to children and adults Ability to act proactively with confident approach Excellent interpersonal skills Ability to use initiative appropriately Ability to be pro-active and plan ahead Ability to work under pressure 	<ul style="list-style-type: none"> Food Hygiene Certificate Awareness of Safeguarding requirements and good practice within an education setting Experience with Food Allergies, Special Diets and Labelling Food service and preparation
Experience	<ul style="list-style-type: none"> Working as a member of a team Passion for working within the Catering and Hospitality Industry Working within a customer focused environment 	<ul style="list-style-type: none"> Working within an educational setting Experience of working with parents of young children
Personal Qualities	<ul style="list-style-type: none"> Be a person of integrity Be able to maintain confidentiality Be able to remain impartial Have a flexible approach to working hours Be sympathetic to the needs of others Have an openness to learning and change Have a positive attitude to personal development and training Be able to confidently address groups of people and individuals 	

