



SECKFORD  
EDUCATION TRUST

<b>Post Title:</b>		<b>Chef Manager</b>
<b>Post Holder:</b>		[ADD POST HOLDER NAME]
<p><i>The description of the duties, responsibilities and accountabilities for the post of <b>Chef Manager</b> within the Trust have been set out in this job description.</i></p>		
<b>Responsibility Areas:</b>		<p>The production and management, organisation and development of the food and beverage services and team at school whilst meeting customer expectations, food and hygiene standards and financial targets.</p> <p>Manage the delivery of the highest possible standards of food and service to pupils, staff and visitors at all services at all times within pre-agreed budgetary targets.</p> <p>Continuously develop the catering service at school being mindful that all new innovation must be to the benefit of the health and well-being of the pupils and the promotion of a healthy well-balanced lifestyle.</p>
<b>Accountabilities:</b>	<p>A</p> <p>B</p> <p>C</p> <p>D</p> <p>E</p> <p>F</p>	<p><b>Food</b></p> <p><b>Finance Management</b></p> <p><b>People Management</b></p> <p><b>Operational</b></p> <p><b>Communication</b></p> <p><b>Generic Duties Relevant To All Members Of Staff</b></p>
<b>Accountable to:</b>		Executive Chef (day to day), Headteacher
<b>Salary:</b>		£19,782 pa actual salary, when pro rata for part time/term time (Equivalent to £23,634 pa full year/full time)
<b>Main Duties:</b>		See over for detailed duties and responsibilities
<b>Hours of work:</b>		40 hrs per week, 38 weeks per year. Hours typically worked between 7.30 am and 3.00pm (inclusive of a 30 minute unpaid break) plus an additional 5 hours each week to be worked flexibly as service dictates.

### Area of Accountability A: Food

- Be the lead and active chef when catering for, lunch service and important events
- Order all items required for the production of lunch as well as other expense items (e.g., kitchen cleaning material and disposables)
- Keep a record of all kitchen wastage and cost this wastage at the end of each week. Calculate the percentage wasted to total food consumption monthly (target 5%)
- Produce of as many dishes as possible from fresh ingredients. The target of fresh produce to frozen/pre-prepared is 90%/10%

### Area of Accountability B: Finance Management

- Ensure that the catering department operates at maximum efficiency within budgetary targets to deliver the required level of service at all times.
- Monitor financial performance on a frequency and in a format agreed with the school. Any overspends to be either justified or an action plan produced which rectifies the overspend in the following reporting period.
- Evidence of catering financial best practice to be in place such as recipe/dish costings, cost per head calculations, wastage monitoring, minimum monthly stock-takes and monthly price benchmarking.
- Management of the catering timesheets to ensure that an effective record system is in place and that salary payments are accurate, timely and within budget.
- Arrange the working rota cover effectively ensuring that all areas are fully covered and that the labour force is used to best effect both operationally and financially.

### Area of Accountability C: People Management

- To be the primary point of contact for the catering team and to be responsible for all matters relating to the welfare, motivation, achievement of best practice and development of this team.
- Be involved in annual appraisals for the catering team, identifying areas for improvement, setting new targets and formulating training plans to improve skills etc.
- Produce Individual plans and conduct internal training accordingly, noting all training on the Individual Training Record Cards. Organise all internal and external training (in conjunction with the Executive Chef) for the catering team, producing a comprehensive Training Plan three months prior to the beginning of the following financial year, from the training needs identified at the annual appraisals. Update personnel files accordingly.

### Area of Accountability D: Operational

- Complete systems and procedures in all operational areas under your control in order to monitor, maintain and improve upon the food standards.
- Interact with customers at every service period ensuring that the service is running smoothly and that the customers are happy with the service they are receiving.
- Operate a customer feedback system that allows constructive feedback to be gathered and suggestions to be implemented if practically or financially possible. Acknowledge and respond to all customer feedback.
- Ensure a set of pre-service checklists that ensures that all areas, whether within the main hall or at a function, are fully sourced and ready for the service to commence.
- Introduce new service innovations on a regular basis including special days and school-related themes.
- Ensure with that all members of the catering team are aware of their duties throughout the day, especially during service periods, and that the kitchen team work very closely together during these periods to ensure that they run as smoothly as possible
- Ensure that all areas are spotlessly clean at all times and that appropriate cleaning schedules are in place, completed and archived.
- To be responsible for all legislative requirements including health, safety, fire and hygiene legislation.

### Area of Accountability E: Communication

- Manage an effective communication strategy between the school and the catering department
- Ensure all marketing, menus and emails are correct in tone and language

### Area of Accountability F:

#### GENERIC DUTIES RELEVANT TO ALL MEMBERS OF STAFF

##### **The Trust**

The ethos of the Trust is founded on the "6C's to Success" (Co-operation, Commitment, Confidence, Community, Challenge and Celebration). All staff are expected to promote and utilise this model in everything that they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust vision and aims. All staff should act with professional integrity at all times, following the Trust 'Code of Conduct for Staff'.

##### **Learning and Teaching**

This is our core business and therefore is an absolute priority of any work undertaken by anyone in the school in any capacity.



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### **Use of ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Seckford Education Trust.

All teaching staff will be expected to ensure that all students leave the school with transferable ICT skills, knowledgeable in developing technologies and equipped for the next stage of their education or work life. ICT must be used creatively to inspire and motivate students where it is relevant to do so.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure they follow Trust policies with regard to professional conduct when using ICT systems.

### **Data Protection**

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

### **Health and Safety**

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

### **Code of Conduct**

Every member of staff, regardless of whether teaching or support, must meet the expectations of them, as outlined in the Trust's 'Code of Conduct for Staff'.

### **British Values**

Every member of staff, regardless of whether teaching or support, must follow the Trust's 'Code of Conduct for Staff' and the 'DfE's Teachers' Standards' document, specifically with reference to:

- showing tolerance of and respect for the rights of others;
- promoting fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- Not undermining or allowing anyone else to undermine those values.

### **Political Views**

All staff are expected to ensure that where political issues are brought to the attention of students, reasonably practicable steps have been taken to offer a balanced presentation of opposing views to students at any time where they have been presented in school or any learning activity, during enrichments or extra-curricular activities or through the distribution of material promoting any of these activities.

### **Safeguarding**

The Seckford Education Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Seckford Education Trust. Any

safeguarding or child protection issues **must** be acted upon immediately by informing the Senior Designated Person (SDP).

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

### Statement on Pay, Rewards and Working Hours

The Seckford Education has been established to provide "a *foundation for life*" for students in our Free Schools. Through this vision our young people will be equipped both intellectually and socially to take their place in society as valued, economically viable and responsible citizens. Our students will leave our Free Schools empowered as independent, co-operative, innovative and motivated young adults with the skills for and love of learning for life.

Critical to achieving this vision is the highest quality teaching and support staff in all of our schools. The Seckford Education Trust recognises that it is important that all of our staff feel appropriately valued for the contribution they make to students' lives and the achievement of the vision. Therefore, it is important that good and outstanding performance is rewarded accordingly.

The Seckford Education Trust is seeking to maximise opportunities for young people through the increased flexibility the autonomy afforded to the schools within the Trust allows. It is expected that all staff contribute to the wider enrichment aspects of the school.

*This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and / or Principal. This job description will be reviewed annually and is an integral part of the Appraisal, Performance Management and Line Management process.*

SIGNED (Staff)

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DATE

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SIGNED (Trust)

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DATE

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