**St WSSs**

**Job Description**

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| **Post Title:** | **HEAD of catering - Keighley** |
| **Post Ref:** | **Oastlers School** |
| **Grade:** | **BAND 6 (8-11) £18,074 TO £19,181 APPROX**  **FULL TIME, TTO + 10 days** |

**Generic Introduction:**

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Prime Objectives of the Post:**

* To prepare and cook meals on site for learners and staff within agreed budgetary costs.
* To ensure compliance with food specification nutritional standards in accordance with relevant agreed set processes and procedures.
* To ensure all health and safety and food safety guidelines are strictly adhered to.
* To complete administrative procedure and paperwork to required standards.
* To supervise and organise catering staff within the Centre

**Knowledge and Skills:**

*(See Personnel Specification*)

**Responsibilities:**

* Will work under own initiative with minimum supervision, managing conflicting priorities and referring only extremely complex issues to a member of the senior leadership team
* The supervision and co-ordination of staff employed in the kitchen.
* Responsible for the preparation, cooking and serving of meals for consumption both on and off the premises, including special diets.
* Responsible for ensuring all health and safety/standards are adhered to following school guidelines and standards.
* Responsible for clerical duties connected with food, equipment, training, cleaning and completion of paper work to comply with the Food Hygiene standards.
* Facilitate training of new staff in the use of equipment, kitchen techniques and relevant aspects of health and safety in the kitchen environment.
* Responsible for the receipt and storage of all deliveries for the kitchen.
* Responsible for managing and recording of stock control.
* The provision of catering for special functions such as meetings, theme days etc. as required.
* Responsible for and assisting with the serving of meals.
* Conform to menu guidelines including the government’s food based and nutritional standards.
* To report equipment repairs and replacements following the correct procedures, for both heavy and light equipment.
* To ensure that the kitchen and dining areas are maintained to a clean/hygienic and safe condition.
* The preparation of the dining room for the consumption of meals (i.e. placement of furniture, checks for cleanliness and health and safety.)
* To liaise with Head of Centre, school personnel, contractors, suppliers, learners and parents on a regular basis.
* To meet and maintain the approved standards for QAP, ISO 9001 2008, Environmental 14001:2004.
* To ensure they promote the centre by apply for relevant charter marks such as Health Schools Award.

**JOB ACTIVITIES:**

* Order stock, plan, prepare, cook and serve consumption on and off the premises.
* Responsible for receipt, temperature probing/recording and the correct storage of all delivered goods.
* Stock rotation/control.
* Direct and supervise general catering assistants.
* Implement cleaning regimes for all kitchen equipment and associated activities. Record and document on cleaning schedules to comply with Health and Safety and Food Hygiene polices.
* Induct all staff on site including agency staff on the correct use of equipment, kitchen techniques, health and safety, food safety, COSHH, manual handling and nutritional standards. This includes refresher training as directed.
* Menu planning for weekly meals, theme days and events/meetings within the centre in negotiation with Head of Centre.
* Complete and process centre documentation.
* To undertake duties relevant to the work of the centre and appropriate to the post.
* To liaise with head of centre, school personnel, contractors, suppliers, learners and parents. Ten days per year are designated deep clean or training days.

**environmental demands/Working Conditions:**

This post may include a degree of:

* Standing for long periods of time
* Lifting heavy equipment and boxes
* Exposure to cold environments for freezer and cooler inventory
* Exposure to hot environments whilst cooking

**Fluency Duty**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level

The post holder should demonstrate:

* They can express themselves fluently and spontaneously with minimal effort and,
* Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

**Special Conditions of Service:**

* No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

**Other considerations**

* To be aware of and comply with policies and procedures relating to safeguarding; being vigilant for signs that children may be being abused and to report any such suspicions to the school’s nominated Designated Safeguarding Lead.
* To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
* Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
* Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
* Must be legally entitled to work in the UK.

**PERSONNEL SPECIFICATION:**

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|  | **ESSENTIAL (E)/DESIRABLE (D)** |
| **Experience:** | * Three years experience working in a supervisory role within a school or similar environment (E) * Experience of meal planning and ordering for large groups. (E) * Experience of culinary skills (D) * Will possess experience of managing a team (D) |
| **Qualifications/**  **Training:** | * Will possess good literacy and numeracy skills (E) * NVQ L2 or equivalent in relevant subject (E) * Relevant Health & Safety Qualifications (D) * Prepared to undertake any training required (E) * Manual Handling & Working at Heights Training (D) * Food Hygiene Certificate at Level 2 or above (E) * First Aid Training (D) |
| **Knowledge/Skills:** | * Will have the skills to menu plan and supply a notorious homemade food to large groups.(E) * Will possess a good working knowledge of health, hygiene and safety procedures and precautions and regulations, for example COSHH, Manual Handling, etc. (E) * Will possess knowledge of cleaning procedures required to meet specified cleaning standards (E) * Will possess the ability to work as part of a team. (E) * Willingness to use relevant equipment (E) * Knowledge of cleaning procedures required to meet specified cleaning standards. (D) * Will possess a basic numeracy, literacy and ICT skills in order to support menu and recipe planning and stock control. * In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level (E) |
| **OTHER CONDITIONS** | * Able and willing to work additional hours by negotiation including evenings and/or weekends as required   (E) |