

 Academy Chef - Job Description

Job Title: Academy Chef

Reporting to: Academy Catering Manager

Overall Objectives: Manage the catering services at Cardinal Wiseman School and ensure the Academy’s reputation for food quality is maintained at all times and operationally support all the Schools within the Academy.

Specific Responsibilities:

* To ensure food production, standards, costs & menu planning are carried out in a timely fashion for all Schools, as agreed with the Academy Catering Manager.
* To carry out the smooth and efficient running of the School’s catering operation as appropriate.
* To assist the Academy Catering Manager with developing new menus for all Schools.
* To compile food orders for their Schools.
* To plan, prepare, cook and present food to the standards required by the Academy.
* To ensure that the Academy’s reputation for excellent food and service is enhanced with its customers.
* To increase the uptake of meals within the Academy.

Client Service:

* To ensure that customers are given a prompt and efficient service and expectations are consistently exceeded.
* To be customer focused at all times; approachable and quick to exceed expectations in fulfilling customer needs.
* To assist in the developing of a Standard Operating Manual for all Schools within the Academy ensuring all food is cooked, presented and served in line with the Academy’s standards, using innovation in the method and style of presentation and food service.

People Management:

* To assess kitchen team performance and recognise training needs and potential as appropriate.
* To assist in the development of all the kitchen teams within the Academy by empowering them, supporting them, encouraging them and maintaining an ‘open door’ policy.
* To motivate and lead by example, ensuring you and your team have fun at work and are proud of your efforts.
* To treat your team at location as you would expect to be treated.

Financial Management:

* To ensure all financial controls, costings, wastage and orders for all Schools are met within the Academy budgets.

* To ensure purchasing for all Schools is made using nominated suppliers and a system for quality and credit controls is maintained.

Health & Safety, Food Safety, the Environment:

* To ensure that all kitchens within the Academy meet statutory and Academy requirements of Health and Safety, Food Safety and environmental legislation and procedures.
* To ensure all equipment is well maintained and is in good working order.
* To ensure safe working practices are followed and all equipment faults are reported to the Academy Catering Manager.
* To ensure that all Academy procedures and work instructions are fully understood and practised by all employees.
* To promote and encourage environmental improvement initiatives as appropriate within the Academy.

Additional Responsibilities:

* To ensure compliance with the Academy’s policy on safer recruitment and safeguarding children and young adults at all times whilst at work.
* To take responsibility for contributing towards your own development with the guidance of the Academy Catering Manager and attending training courses as identified.
* To show commitment to Academy values in all aspects of your role.
* To act as a positive ambassador for the Academy.
* To attend to any reasonable request made by the Academy.

I have received and read my Job Description and understand that it acts as a guide

only to my duties and responsibilities and is not exhaustive.

I agree to undertake any other duties deemed reasonable by the management.

EMPLOYEE NAME (please print) ………………………………………………………………………………………

EMPLOYEE SIGNATURE ………………………………………………………………………………………

ISSUED BY ………………………………………………………………………………………

DATE ……………………………………………………………………………………….

Issue a copy of the Job Description to the employee and file a signed copy in the

employee’s Personnel and Training File

Academy Chef - Person Specification

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| Criteria | Essential | Desirable |
| Attainments  | * Good secondary education
* NVQ qualification or equivalent
* Excellent craft skills background
* Multi-unit catering management background
* Food Hygiene Certificate minimum level 3
* Strong Management experience
* Ability to display a real passion for food and customer service
* A professional catering/cooking qualification, NVQ / City Guilds Equivalent
* Multi Site Catering or high-volume Catering Experience
* Proficient in the use of software with excellent numeracy skills.
* Minimum Level 3 Food Hygiene qualification.
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* Successful progressive background in education catering
* Excellent contract catering background
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| General Intelligence  | * Excellent organisational skills
* Ability to plan ahead
* Demonstrate analytical approach to problem solving
* Ability to work on own initiative
* Excellent communicator at all levels
* Good numeracy skills
 | * Professional training in presentation and negotiation skills
* Exposure to financial training
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| Special Aptitudes  | * Proficient at working with computers
* Good delegation and influencing skills
* Flair and innovative with menus and food presentation
* Good negotiating skills
* Effective at time management
 | * Exposure to leadership or management training skills
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| Disposition  | * Smart clean appearance, high standard of personal hygiene
* Confident, lively and outgoing personality
* Approachable, friendly and cheerful
* Respectful and able to gain respect
* Must be suitable to work with/around children
 | * Keen to continue self development within current role and ambition for further promotion or growth
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