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| **Post title:** | Cook 5 Chef Manager Secondary Schools |
| **Grade:** | H |
| **Responsible to:** | Assistant Area Manager-Catering |
| **Staff managed:** | Manages operational frontline staff |
| **Directorate:** | Resources |
| **Service:** | Facilities Management - Catering |
| **Job family:** | **OS - Operational Support** |
| **Date of issue:** | March 2024 |

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| Job context |
| * Facilities Management – Catering provides a catering service to primary and secondary schools in North Yorkshire * We are a customer focused ‘fresh food’ organisation encouraging children and young people to choose healthy food with the aim of increasing the uptake of school meals. * This role involves spoken communications, so a confident use of English language is required   Job specifics   * The core purpose of this job is to deliver an efficient catering service to achieve or improve budgeted financial performance operating to high standards of food safety. * The post holder will do this by carrying out such duties as food preparation and service and other kitchen management duties such as supervision of staff, ordering of food, stock taking and administration. Setting out and putting away dining furniture, serving meals to the children, young people and staff and washing up and cleaning the kitchen and dining room. * An enhanced Disclosure Barring Service (DBS) clearance is required for this post. |

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| Job purpose | Managing the day to day operation of the kitchen and staff to deliver an efficient catering service to achieve or improve budgeted financial performance and operating to the highest standards of food safety. |
| Operational Management: | * Prepare, cook and serve appetising and nutritious meals * Order goods and materials, receive and store efficiently * Conduct regular stocktaking * Manage, supervise and direct staff and encourage teamwork * Prepare dining room for service including placing dining furniture * Serve meals to children, school staff and visitors * Ensure staff carry out effective cleaning, washing up duties including sweeping and mopping floors * Ensure removal of waste and rubbish to the designated area * Be aware of and implement your Health & Safety responsibilities and those of your team |
| Resource management: | * Undertake duties associated with the financial management of the catering operation including management of stock to achieve or improve budgeted financial performance. * Ensure cash collection, reconciliation and banking of cash and cheques is accurate and efficient. * Management of staff including recruitment, induction and absence management, ensuring all appropriate records maintained * Assess and review standards of service including appraising, training and developing staff * Be responsible for the care and maintenance of equipment, including reporting of faults * Use services such as gas, electricity and water efficiently |
| Communications: | * Oral and written communication with the catering staff ensuring tasks are carried out to the highest standards including weekly briefing sessions * Oral /written communication with the Management and Technical Support Teams * Liaise with the Headteacher/school staff and Area Management Team * Work with the school to promote the catering service to parents, children and young people to increase meal uptake and improve financial performance * Engage with children, young people and adults at service times * Encourage children, young people to develop good dietary habits |
| Systems and information: | * Responsible for ensuring all work is in accordance with policies and procedures * Complete all required weekly /termly returns accurately and timely |
| Safeguarding: | * Be responsible for promoting and safeguarding the welfare of the children you come into contact with |

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| Person specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience   * Knowledge of current guidance and legislation with respect to Food Safety * Knowledge of the importance of developing good dietary habits of children and young people and the need to encourage good food choices * Knowledge and understanding of good cookery and correct working practices in a kitchen environment * Implement Health & Safety responsibilities as defined in the Health & Safety Policy and Procedures * Working in a large catering establishment including cooking and serving of food * Working to a budget including food and labour costs * Supervision of staff | * Knowledge and understanding of legislation regarding food standards for schools |
| Occupational Skills   * A good standard of cookery skills * The ability to maintain high levels of Food Safety and Health and Safety * Good interpersonal and communication skills with the ability to motivate staff * Time management * The ability to converse at ease with customers and provide advice in accurate spoken English |  |
| Behaviours   * [link](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0) |  |
| Professional Qualifications   * Professional Catering Qualification e.g. NVQ Level 2 in Professional Cookery, City and Guilds 706/1/2 * Level 2 Award in Food Safety in Catering * Level 2 Numeracy and Literacy | * Health and Safety qualification * Level 3 Award in Food Safety * Qualification in nutrition / healthy eating |
| Other Requirements   * Attend team meetings, workshops and training Courses outside normal working hours as required |  |

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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching. * As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities. |

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| Structure |
| Chef Manager –Secondary Schools 311- 699 meals  Manages an Assistant Cook and a number of Cashiers and General Kitchen Assistants. Numbers vary according to the site |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.