

Post Specification

PG

4036

Date	April 2022
Post Title	Kitchen Team Leader (Kitchen Staff – Level 3)
Role Profile	OP5
JWCs	50
Final Grade	6

To be read in conjunction with your role profile

Service Area (brief description)
West Cumbria Learning Centre
Purpose of this post
Work closely with the Headteacher and SLT to lead the effective delivery of a full meals service at the West Cumbria Learning Centre.
Key job-specific accountabilities
<u>ORGANISATIONAL</u> Comply with current Food Safety legislation Ensure compliance with all health and safety policies and procedures Ensure safe use of equipment and materials Operate everyday equipment in accordance with instructions Make daily quality and safety checks on equipment Monitor and manage stock and supplies, cataloguing as required and ensure their hygienic storage in accordance with domestic and catering standards Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with domestic and catering standards Develop contact with the suppliers of food and cleaning materials Maintenance of specialist equipment, check for quality and safety and report other damage Demonstrate and assist others in safe and effective use of specialist equipment and materials Direct other staff in cooking activities Organise cooking routines to comply with specified standard

Train new staff in Health, Safety and food hygiene issues as appropriate

Ensure effective portion control and minimise wastage

Design menus and calculate costings

Supervise and direct other staff including allocation of duties and work rotas

Ensure the security of the kitchen, associated stores and surrounds

OPERATIONAL

Present food in a way that is attractive and encourages healthier choices

Supervise the preparation of ingredients for meals

Organise and supervise food service, to include transportation of meals if required

Undertake skilled cooking activities connected to a full range of menu provision

Decant and or serve food for transportation to other schools and in own school servery if required

Oversee the preparation of healthy, nutritionally balanced menus that meet the Government's national nutritional standards for school lunches

Ensure that clean and dirty processes are kept separate

Ensure that cooked and raw foods are kept separate during the preparation, cooking and serving process

Operate tills and check the float if required

RESOURCES

Ensure the maintenance of a clean and orderly working environment

Prepare routine equipment in a timely and accurate manner as set out in the instructions

Order and record all ingredients used and take stock

Refill and replace consumables

Undertake basic record keeping as directed

Report faulty equipment and other maintenance requirements to the appropriate person

Ensure that lights and other equipment are switched off as appropriate

Comply with school security arrangements, i.e. securing entrances and exits as appropriate and reporting potential security breaches

Actively promote the school meals service to parents and pupils to increase awareness of healthy eating and the uptake of healthy school meals, i.e. attendance at parents' evenings

Obtain materials by local purchase ensuring cost and quality standards are met

RESPONSIBILITIES

Manage kitchen staff including the replacement cover for staff on sick leave, training etc in accordance with the procedure

Ensure that all meals and drinks served comply with current legislation or guidelines as well as the whole school food policy

Attend relevant meetings as required

Ensure that the price of meals is acceptable to the school and parents/carers

Participate in training and other learning activities as required

Ensure that the minimum amounts (as specified by the school) of local and organic produce are utilised

Take responsibility for ensuring the school receives information to demonstrate the progress of the school meals service and the progress of pupils in dietary choice

Ensure that catering staff are fully trained to deliver the required service and promote balanced eating

Take responsibility for liaising with school to ensure a whole school approach to the delivery of school meals, including caterers working with; School Nutrition Action Group or similar meeting; schools councils; lesson inputs; input into dining environment

Have an awareness of and comply with policies and procedures relating to child protection, health & safety, confidentiality and security, reporting all concerns to an appropriate person

Ensure that the school, parents and pupils are involved in menu planning

Key facts and figures of the post**Budget Responsibilities**

- School Meals Budget

Staff Management Responsibilities

- Kitchen staff

Other

Post Specific - Qualifications, knowledge, experience and expertise

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/training/competences	- NVQ 3 Support Staff (with school kitchen modules), or similar. - Food Hygiene certificate, or equivalent experience, or equivalent qualification.	
Relevant experience	- Experience of relating well to people at all levels - Experience of preparing healthy and nutritionally balanced menus - Full working knowledge of policies and procedure relating to child protection, health & safety, confidentiality and security.	- Experience of maintaining specialist equipment - Experience of obtaining materials by local purchase
Knowledge	- Experience of monitoring stock and supplies - Experience of basic record keeping - Experience of managing staff - Awareness of health & hygiene procedures. - Knowledge of moving and handling procedures. - Ability to work as part of a team. - Willingness to use relevant equipment.	