



City of Derby Academy

Chef Manager

Required to work 37 hours per week 40 weeks per year

QEGSMAT are seeking to appoint an experienced Chef Manager who will lead and manage the catering service, including midday supervisors at City of Derby Academy.

It is necessary for the jobholder to have, at least 2 years' experience of managing a kitchen, have excellent communication skills, be organised, able to work to deadlines, to work on their own initiative and have attention to detail.

We offer candidates:

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport and enjoys state of the art resources.

QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

If you would like to be part of this exciting new project, please visit www.qegsmat.com where you will also find the job description and application forms. Alternately, you can contact us at hr@qegsmat.com.

Closing date for applications: Monday 2nd July 2018 Noon

Interview date: Thursday 12th July 2018

Salary: Scale 5 (£20,417 – £22,393 FTE)

Start date: September 2018



JOB DESCRIPTION

Post Title: Chef Manager

Responsible to: Headteacher

Responsible for: Catering staff and Midday Supervisors

Scale: 5

Weeks Per Annum: 40

Post Objectives: To provide leadership and management of the catering facilities within the Academy to students, staff and visitors.

ROLES AND RESPONSIBILITIES

- Leadership of the catering facilities within the Academy, to include provision, when required, outside of the normal school day.
- To plan menus and provide a breakfast, break, lunch and hospitality service
- Ensure all duties and tasks under your control are covered by all available staff, including yourself.
- Ensure the preparation, presentation and service are carried out to comply with the required standards.
- Observe hygiene and safety rules and staff professional standards/ code of conduct and to ensure at all times they are adhered to by all members of staff under your control.
- Ensure that internal Academy and statutory regulations relating to the safe and hygienic operation of the kitchen and ancillary areas are adhered to by all members of staff and visitors
- Complete all necessary paperwork to the Academy's standards, including stocktaking, menu compilation and product ordering, ensuring all work and financial targets are met.
- Provide a high personal standards of performance, personal hygiene and appearance

- Provide an efficient, caring and friendly service to students, staff and visitors, in all areas of the catering department and deal with promptly, communicate well and demonstrate a pleasant and polite manner.
- Ensure that all products are well presented and served in a clean, hygienic environment
- Ensure that the counter presentation and service is to the Academy's standards, ensuring quantities and proportions are sufficient to satisfy demand.
- Assist with extraneous catering that may take place outside of normal working hours.
- Report immediately any incidents of accident, fire, theft, loss, damage, unfit food, or other irregularities and take action, as may be appropriate.
- Attend meetings and training courses, as necessary
- Complete all necessary financial tasks

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe General Data Protection Regulations (GDPR) and associated guidelines, where appropriate
- To maintain an awareness of Safeguarding Children initiatives
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy
- Understand and comply with all other relevant academy policies
- Take an active part in appraising own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements
- Undertake any necessary training associated with the duties of the post
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post



PERSON SPECIFICATION

Chef Manager

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Highly motivated and enthusiastic • High professional standards • Able to effectively manage a busy kitchen • Ability to work effectively as member of a team • High quality organisational skills • Able to consistently produce high quality food • Able to manage staff in a positive manner • Excellent communication skills, both verbal and written • Self-motivated with the ability to manage time effectively and prioritise workload • Able to work under pressure and to meet deadlines • Proficient user of ICT including Microsoft Word and Excel • Practical and resourceful with a flexible approach to work • Flexible, innovative and willing to embrace new ideas • Enthusiastic and self-motivated • Calm, patient and approachable in all situations with a strong customer care focus 	

EXPERIENCE	<ul style="list-style-type: none"> • Minimum of 2 years of managing a kitchen 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Catering qualification • Food Hygiene 	<ul style="list-style-type: none"> • First Aid