

GLPC Job Description

Position Title	Assistant Kitchen Manager		
Location			
Reporting to	Catering Manager		
Grade	C		
Service/Section/School			
Effective date of JD		JE Job Number	G.0727

The main purpose of the job is to:

Assist the Catering Manager in the production of healthy, well balanced food within a hygienic environment for up to 70 dinners each day. Supervise a small kitchen team in the absence of the Catering Manager.

Main duties and responsibilities:

Help manage the production of healthy, well balanced, home cooked meals for students and staff

Prepare meals from fresh produce daily

Be aware of dietary needs, religious requirements and food allergies, particularly important for students with complex special diets.

Be able to work to, and meet, strict deadlines

Follow procedures regarding stock control, ordering, storage, stock rotation and temperature control

Prepare, cook and present food to agreed food safety practices and guidelines, ensuring a clean and hygienic kitchen is maintained at all times and food safety management procedures are followed.

Complete all kitchen records forms

Comply with all health and safety regulations including HACCP and COSHH

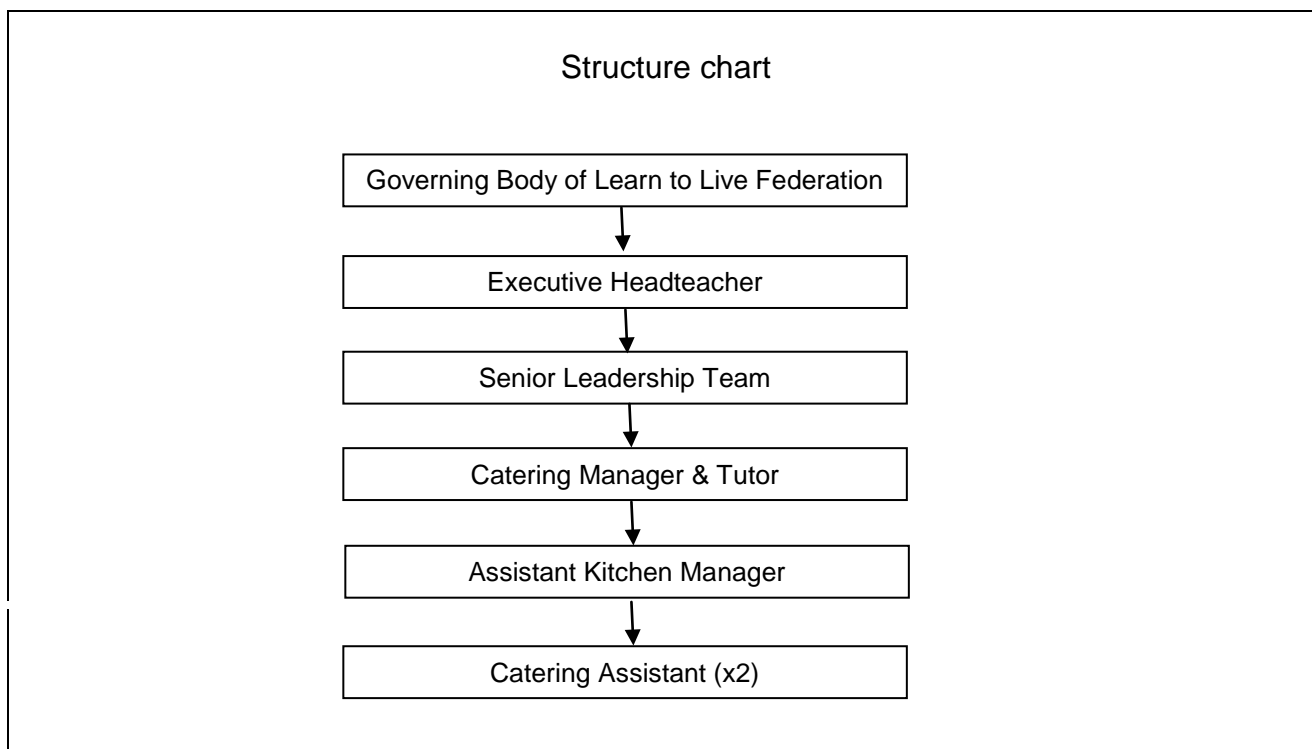
Fully deputise in the absence of the Catering Manager

Follow the school's safeguarding policies and procedures

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	<ul style="list-style-type: none"> ◦ Able to supervise staff 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview
Experience	<ul style="list-style-type: none"> ◦ Proficient cook / caterer 	<ul style="list-style-type: none"> ◦ Experience of running a commercial kitchen 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview ◦ Practical skills task
Practical Skills	<ul style="list-style-type: none"> ◦ Ability to cook food to menu specification 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview ◦ Practical skills task
Communication	<ul style="list-style-type: none"> ◦ Able to communicate with managers, head teachers and staff on catering management issues 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview
Personal Qualities	<ul style="list-style-type: none"> ◦ Practical and motivated 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview
Strategic Thinking	<ul style="list-style-type: none"> ◦ Able to understand the role that the service plays within schools service and DCC as a whole 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview
Technology / IT Skills	<ul style="list-style-type: none"> ◦ MS Word ◦ Digital food thermometers 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview
Education and Training	<ul style="list-style-type: none"> ◦ Good standard of education, numerate and literate ◦ Knowledge of catering hygiene standards ◦ HASAW act ◦ Basic Food Hygiene 	<ul style="list-style-type: none"> ◦ Catering qualification to C&G level 	<ul style="list-style-type: none"> ◦ Application form ◦ Demonstrate knowledge at Interview ◦ Certificates of qualifications
Equal Opportunities	<ul style="list-style-type: none"> ◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview
Physical	<ul style="list-style-type: none"> ◦ Able to carry out the duties of the post with reasonable adjustments where necessary 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ OH1
Other relevant factors	<ul style="list-style-type: none"> ◦ Commit and conform to DCC Customer Service Standards 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview

Structure chart – to be sent in by the manager as additional information with the job description and person specification



1. Supervision and Management:

There is a requirement for the job holder to supervise staff in the absence of the Catering Manager.

2. Creativity and Innovation:

To deal with all supply problems by contacting suppliers

To report and manage any equipment failures

To serve food in an appealing and attractive form and layout

Assist with menu planning for those with special dietary needs

3. Links with other officers, Service users or Members of the Public:

Deal with suppliers to ensure food and goods are received correctly and on time

To liaise with school to ensure food service is compliant to their needs

To discuss with parents any dietary needs of children

4. Levels of Responsibility:

To plan and organise the food to be served, ensuring minimum wastage and value for money.

Report any kitchen, equipment faults

Be pro-active in identifying potential hazards, be aware of potential risks within the kitchen environment, taking action to prevent them and/or reporting them in a timely manner.

Make menu changes as and when in circumstances of equipment failure or food deliveries not arriving on time

5. Effects of Decisions:

Decisions are to ensure a value for money food provision service is given to the school, that the food is served on time.

6. Resources:

Is responsible for kitchen food stocks and equipment and kitchen cleaning stocks.

7. Work Demands:

To provide a food service to the school at the times required. These can change, dependent on the activities of the school on each day

To manage problems caused by equipment failure and food stock late deliveries

8. Physical Demands:

Job is to work in a kitchen. There is a need to lift and move heavy food containers, pans. Lift and move hot food containers.

Job is to stand and prepare food and then serve.

Maintain a safe, clean and hygienic kitchen, adopting a clean as you go approach.

9. Working Conditions:

Work in a kitchen environment, often cold in the morning and getting hot and humid during food preparation process.

Noise from cooking and the children of the school

10. Work Context:

Job holder has to use kitchen equipment and machinery. This is frequently hot and or sharp. Will need to work with hot surfaces, liquids and oils

11. Knowledge and Skills:

To be able to manage food to a set timetable and adapt as conditions require.

Ability to complete and maintain stock control, health and safety paper work etc.

To have food hygiene certificates

To be able to communicate with both the teachers and pupils of the school about the school food menu

Numeracy skills

GLPC profile – to be completed by the Employee Reward Team

SUP	CRE	CON	DEC DIS	DEC CON	RES	WK DEM	PHYS DEM	WK COND	C TXT	K&S	Score

Health & Safety:

The purpose of this section of the JD is for the **manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them.** This list is not exhaustive and does not replace the Risk Assessment document.

The “Action to be taken” section should be completed and discussed with individual job-holders (J/H).

Potential Hazards	Applicable to this job? (✓)	Action to be taken
Display Screen Equipment		
Electricity – fixed / portable		
Manual handling	✓	Ensure job holder attends appropriate training Ensure risk assessments are carried out where required
Verbal / physical abuse		
Work equipment	✓	Ensure job holder is familiar with all equipment and its proper usage and maintenance
Fire	✓	Ensure job holder is familiar with evacuation procedures and use of fire-fighting equipment (if appropriate)
Environmental	✓	Wear appropriate PPE
Isolation / lone-working		
Slips, trips & falls	✓	Ensure job holder is familiar with appropriate policies & procedures
Chemical	✓	Ensure job holder is familiar with appropriate policies & procedures and wears PPE if required
Working with Vulnerable persons		
Premises related		
Transport risks		
Working at heights		
Other hazards not identified above		

Signatures

Job Description agreed by:

Line/Originating Manager:

Name: _____ **Signature:** _____ **Date:** _____

Head of Service/Head teacher:

Name: _____ **Signature:** _____ **Date:** _____