



Job Title: Kitchen Manager
Responsible to: TBC
Responsible for: Kitchen Team

Job Summary:

Lead and manage the day to day operations of the school kitchen, ensuring high quality healthy meals for our pupils and staff. The role requires hands on food preparation with effective kitchen team leadership and management.

Maintain high standards of health and hygiene, food safety and food service. Implementing successful processes, procedures and checking systems to monitor and maintain high quality healthy food.

Manage the ordering processes, ensuring orders are accurate. Overall responsibility to ensure sufficient food is available for the number of covers required each day, and that every meal is served to meet the requirements of each individual.

Take ownership of the kitchen, menu planning, ensuring meals meet dietary, allergen and nutritional requirements, while creating an engaging and positive experience for our pupils.

Be creative, work with the children to find out their views on menu options, think outside of the box, introduce theme days and be creative with food choices.

Job Description:

The normal duties of the post holder will usually include the following:

- Effective day to day management of the kitchen operations and kitchen team, ensuring excellent quality food and service at all times.
- Supervise, support and allocate duties to the kitchen team.
- Lead, motivate and develop the kitchen team.
- Conduct staff meetings (e.g. probationary reviews, return to work meetings, appraisals etc.)
- Ensure equipment is used safely and in line with operating procedures.
- Ensure kitchen equipment is maintained correctly.
- Maintain high food hygiene standards, throughout the kitchen, services and dining areas.
- Ensure and monitor compliance with food safety regulations, allergen guidance, COSHH and health & Safety.
- Attend training relevant to the role and ensure kitchen team are appropriately trained.
- Prepare, cook and serve high quality, healthy and nutritious food to pupils and staff.
- Place accurate orders, and train the kitchen team to place orders, ensuring food items are ordered in a timely manner, and are correct for the period ahead.
- Set healthy food menus in accordance with DfE School Food Standards, and to accommodate all dietary and allergen requirements.
- Plan and prepare for events during the school year, for example Trustee & Governor's meetings, celebration days, parents' evening and staff training days.
- Manage the deliveries of all food and kitchen items, storing food at the appropriate temperatures, replenishing and rotating stock as required.
- Proactively maintain up to date awareness of DfE, Healthy Schools Newcastle etc.
- Support initiatives such as healthy schools and other accreditation schemes.
- Contribute ideas to the SMT to enhance the school catering provision during catering meetings.
- Participate in wider school activities, get involved (we have an amazing cookery room).

- Inspire the children with theme days and be creative around food choices.
- Research 'awards' with an aim to achieving standards and accreditation, for example Healthy Schools Newcastle.
- Inspire the children with theme days and be creative around food choices.
- Share our commitment and values and promote healthy eating.

Safeguarding and Other Duties:

- Support Talbot House Children's Charity's commitment to safeguarding children and promoting their welfare and contribute to the overall ethos / work / aims of the school.
- Be a positive role model for pupils.
- Be aware of, and comply with key policies and procedures, for example, health & safety, equality and diversity, security, confidentiality, data protection, reporting all concerns to line management.
- Operate as a supportive member of the team by providing support and assistance to other members and attending and participating in team meetings.
- Participate in training, other learning activities and performance development as required.
- Undertake additional duties appropriate to the role.
- The above list is not exhaustive and other duties may be attached to the post from time to time.
- Variation may also occur to the duties and responsibilities without changing the general character of the post.

To apply please fully complete our application form, using the personal specification to help you complete the 'skills, experience and knowledge' section of the form. Applicants who read our Tips for Applicants document before completing this section of our application form are more likely to be offered an interview. You will find our Tips for Applicants document attached above. If you have any queries regarding this position or the application process, please contact the HR Department on 0191 229 0111 or email HR at: hr@talbothousecc.org.uk

Note: The Charity is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment (see full policy details on our website). This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances and continued subscription to the DBS Update Service. Please see link for further information:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf

This role is classed as regulated activity as it involves working directly with children and / or vulnerable adults. All short-listed candidates will be asked to complete a criminal records self-declaration form prior to interview. Please note it is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children and the Charity has the right to respond appropriately.

We can only accept a Charity Application Form for this role. We are not able to accept CVs for any role. If you submit a CV it will not be reviewed. Please view our Safer Recruitment Policy. Applicants should be aware that any relevant issues arising from their declarations and references will be addressed at interview.

Personal Specification:

A = Application Form, I = Interview, R = Reference

Essential and desirable criteria for the role and where to evidence		Essential / Desirable	Evidenced
Qualifications, Training & Knowledge & Experience			
1	Educational qualifications required: GCSE English and Maths, grade C or above, and other catering qualifications or equivalent	E	A
2	Level 2 certificate in Food Preparation or equivalent	E	A
3	Level 3 Food Safety & Hygiene	E	A
4	Up to date COSHH training & awareness	E	A
5	Up to date allergens training and a vast working knowledge of allergen and dietary requirements	E	A/I
6	Excellent knowledge of health & safety within a kitchen environment	E	A/I
7	Knowledge of School Food Standards and healthy menu planning for schools	D	A/I
8	Minimum of 2 years' Kitchen Manager experience	E	A/I/R
9	Minimum of 2 years' School Kitchen Manager experience	D	A/I/R
10	Minimum of 2 years' leading and managing a kitchen team effectively	E	A/I/R
11	Experience of conducting staff meetings (e.g. appraisals, probationary periods, etc.)	E	A/I/R
12	Experience of maintaining food hygiene standards (including Food Hygiene Ratings Scheme)	E	A/I/R
13	Experience of creating healthy school menus	D	A/I
14	Experience of creating, preparing and costing menu's	E	A/I/R
15	Experience of managing stock and ordering	E	A/I/R
Skills & Abilities			
16	Ability to lead the kitchen team while working in a hands-on role	E	A/I/R
17	Strong organisational skills and the ability to prioritise workload	E	A/I/R
18	Ability to manage and motivate the kitchen team effectively	E	A/I/R
19	Excellent ICT and record keeping skills (e.g. Microsoft)	E	A/I
20	Ability to work in line with and legislation and work safely	E	A/I/R
21	Self-motivated and able to use own initiative as well as part of a team	E	A/I/R
22	Ability to maintain high standards of cleanliness and attention to detail	E	A/I/R
23	Demonstrates strong communication skills	E	A/I/R
24	Demonstrates a creative approach to menu planning and engaging pupils with new foods	E	A/I
Personal Qualities			
25	Professional, clean and smart appearance	E	I
26	Calm, resilient and able to work under pressure	E	A/I/R
27	Passionate about providing high quality food (and working with children)	E	A/I/R
28	Understands the importance of safeguarding and welfare of pupils and staff	E	A/I
29	Demonstrates a proactive, positive, 'can do' / 'what else can I do' attitude	E	A/I/R
30	Flexible and adaptable to changing demands	E	A/I/R
31	Willingness to complete further training / qualifications as required	E	A/I
Other			
32	Full manual driving licence	E	A
33	Enhanced clearance from Disclosure and Barring Service	E	Certificate