Nottinghamshire County Council

Job Description		
School Chef **Tier 7 front line (Grade 3 – SCP 5-7)**	***Department*** **Place**	***Post Ref*** **C&FM**

Job Purpose

To be responsible for the supervision of the unit, including hygiene, training of staff and all day to day operations of the unit, moving to units as and when the business requires.

Key Responsibilities

- Effective management of the catering service, including all administrative work e.g. placing orders, stock control, monitoring of food budgets and compiling any necessary rotas to ensure the smooth running of the kitchen.
- Reconciliation and banking of cash as required by the service provision.
- Developing a positive relationship with the Head Teacher in order to ensure the needs of the school are met.
- Attending meetings as required.
- Assisting with the recruitment and selection of staff as required.
- Supervision of the unit, including ensuring regulations are met i.e. hygiene, health and safety, staff training (including mandatory training). Ensure the service operates in compliance with all statutory legislation and corporate requirements.
- Assisting with any extra catering required by the school (other than the school meal).

Key Accountabilities

- To be responsible for the preparation and cooking of the school meal (with assistance from the kitchen staff), in line with nutritional guidelines requirements and budget parameters.
- To be responsible for the marketing and promotion of the school meal.
- To ensure compliance with DBS requirements and safer working practices for the onsite catering team.
- To have an understanding of, and commitment to, the County Council's Equal Opportunities Policy.
- In accordance with the 'Introduction of New Technology Agreement', to work with computers, new technology and associated systems as required and support the employee(s) you manage in its use.
- Ensure compliance with the Data Protection Act, Freedom for Information Act and County Council's ICT code of practice.
- This job description indicates the main areas of activity for this post. From time to time, however, other tasks/duties may be required but these will fall within the general area of responsibility and grade of the post. Any changes of a permanent nature will, following consultation with the employee, be included in the job description in specific terms and re-issued to you.

The post holder will perform any duty or task that is appropriate for the role described.

Person Specification

Education and Knowledge	***Personal Skills and General Competencies***

- Basic Food Hygiene certificate
- Intermediate Food Hygiene certificate
- City & Guilds 706/1, 706/2 or appropriate NVQ
- Numerate
- Literate
- Knowledge of hygiene regulations, management of health & safety and nutritional food standards.
- Full driving license.

Experience

- Proven ability in the supervision of staff, including staff training.
- Minimum of 1 year's small scale catering experience.
- Experience in administration and budgeting, including stock control and ordering.
- Ability to communicate effectively at all levels both orally and in writing.
- Willingness to undertake training.
- Friendly and helpful disposition.
- Ability to stay calm under pressure.
- Ability to lead and motivate staff.
- Good cooking skills.
- A high level of personal cleanliness.
- Strong commitment to the job.
- Willingness to handle money.
- Flexible approach with a willingness to work outside normal hours when required.

- Puts into practice the Council's commitment to excellent customer care.
- Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.
- Works well with colleagues but also able to work on their own initiative.
- Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration.

Role Dimensions

- Requisitioning (ordering) of goods to pre-determined levels.
- Maximising income levels and contribution to the Catering & Facilities Management group.
- Monitoring activities to ensure service standards are achieved and maintained.
- Be accountable for viable business performance at site level – control of food and labour costs within pre-determined budgets.
- Managing direct reports (site catering team) of between 1 and 8 employees depending on the number of meals served.