

| Title Chef Manager Grade 4 – SCP 19 to 23 Department Environment & Resources Post Ref C&FM Grade 4 – SCP 19 to 23 Job Purpose C&FM To be responsible for the supervision of the unit, including hygiene, training of staff and all day to day operations of the unit. Key Responsibilities Key Accountabilities • Effective management of the catering service, including all administrative work e.g. placing orders, stock control, monitoring of food budgets and compling any necessary rotas to ensure the smooth running of the kitchen. 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. • Reconciliation and banking of cash as required by the service provision. To have an understanding of, and commitment to, the County Council's Equal Opportunities Policy. • Attending meetings as required. Supervision of the unit, including meating including mandatory training). Ensure the service operates in compliance with all statutory legislation and cooparte requirements. • To have an understanding of, and commitment to, the County Council's Equal Opportunities Policy. • In accordance with the Data Protection Act, Freedom for Information Act and County Council's CT code of practice. • Assisting with any extra catering required by the school (other than the school meal). • The post holder will perform any duty or task that is appropriate for the role described. | Job Description | | | | |
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| 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. Experience Proven ability in the supervision of staff, including staff training. | 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. |
| 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. | |

- 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.