



Clevelands Preparatory School

Job Description and Person Specification

Kitchen Manager

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:

Kitchen Manager

Hours of work:

Monday-Friday, 8:00 am – 1:30 pm,

Remuneration:

Competitive salary, commensurate on experience.

Responsible to:

Headmaster

Start Date:

September 2024

Main Responsibilities:

- Developing nutritious, balanced, and appealing menus that comply with dietary guidelines and budget constraints.
- Ensuring that food is prepared safely, efficiently, and in accordance with health regulations.
- Ordering, receiving, and managing inventory to ensure an adequate supply of ingredients while minimizing waste.
- training, and supervising kitchen staff, including assigning duties and scheduling shifts.
- Monitoring and controlling the kitchen's budget, including tracking expenses and managing cost-effective purchasing.
- Maintaining a clean and safe kitchen environment by enforcing health and safety standards and conducting regular inspections.
- Maintaining accurate records of inventory, purchases, and meal counts.
- Addressing concerns from students, staff, and parents regarding meal services and ensuring a positive dining experience.
- Maintaining safe and hygienic working practices at all times
- To support the School's commitment to safeguarding children
- Preparation and cooking of vegetables and salads for serving at mealtimes
- Manage the smooth running of the Kitchen.
- Providing refreshments as needed for meetings and functions
- Observation of Health & Safety security and hygiene in the kitchen
- The promotion of a caring environment and good inter-department relations
- Manage the food service as necessary at lunchtime and during functions
- Ensure food is attractively presented and the correct portion controls are in place
- Adhering to cleaning schedules, including kitchen, dining areas, furniture and equipment.

Subject Knowledge & Understanding	<ul style="list-style-type: none"> • Familiarity with modern kitchen equipment • Up to date knowledge and understanding of Health and Safety regulations. • Knowledge of statutory requirements for food safety
Professional Standards & Development	<ul style="list-style-type: none"> • Receptive to the needs of the pupils, parents and staff. • Good interpersonal skills required. • Helpful and co-operative attitude. • To be a role model to pupils through personal presentation and professional conduct. • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. • To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety. • To establish effective working relationships with professional colleagues and associate staff.

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Experience:	<ul style="list-style-type: none"> • Relevant certifications in food safety and hygiene. • Experience of working safely with food 	<ul style="list-style-type: none"> • Proven experience in food service management, preferably in an educational setting. • Understanding of relevant health and safety regulations and the ability to ensure the kitchen complies with all local, state, and federal requirements. 	Contents of the Application Form Interview Professional references
Communication:	<ul style="list-style-type: none"> • Effective verbal and written communication abilities for interacting with staff, students, and school administrators. • Ability to adapt to changing menus, dietary requirements, and any unexpected challenges. 		Contents of the Application Form Interview
Skills:	<ul style="list-style-type: none"> • Ability to manage and motivate kitchen staff. 	<ul style="list-style-type: none"> • An up to date, working knowledge of Health & 	Contents of the Application Form

	<ul style="list-style-type: none"> • Strong organizational and time management skills. • Proactive, organised and methodical. • Competence in budgeting, cost control, and managing kitchen finances. • High level of personal and professional commitment. • An ability to strike a good Rapport with students, staff and parents. • Being a positive role model. • Ability to work collaboratively with a diverse team and build positive relationships within the school community. 	Safety and Food Safety guidelines	Interview Professional references
Personal competencies and qualities:	<ul style="list-style-type: none"> • Ensuring high standards of food quality, presentation, and cleanliness are consistently met. • To be committed to actively support the visions, aims and ethos of the school • Collaborative manager and team player. • Professional and positive at all times. • An ability to strike a good professional rapport with students, staff and parents. • Friendly and approachable. 	<ul style="list-style-type: none"> • Commitment to providing healthy, balanced meals that meet dietary guidelines and cater to diverse student needs. • Aptitude for addressing issues related to food supply, staff performance, and kitchen operations efficiently. 	Contents of the Application Form Interview Professional references