



Ark Elvin Academy

Job Description: Chef Manager

The Role

You will have overall responsibility for ensuring the Academy's quality of dining is outstanding, including dining operations, budgeting and finance, health and safety, and managing and developing a high functioning catering team.

Reporting to: Operations Manager

Key Responsibilities

Catering and Kitchen Management

- Deliver an effective catering operation which provides; innovative seasonal menu planning, high quality food delivered to an excellent standard, which encourages healthy and nutritional eating habits.
- Ensure effective kitchen systems and procedures are in place which monitor, maintain and improve the standards of the product and service including effective communication of allergenic ingredients in all foods served.
- Organise and execute internal and external functions, events or theme days, as and when required.
- Responsible for building and maintaining a highly functioning catering team by leading cooking processes, maintaining good working relationships with team and participating in recruitment and selection to effectively structure each member's roles and responsibilities.
- Provide regular training and supporting your teams professional development and their wellbeing using Ark's People policies.

Financial / Budget Management

- Develop an annual catering budget and manage the catering function within the set budgetary and gross profit targets, recommending and implementing cost reductions and service improvements.
- Produce weekly, monthly and termly reports and financial analysis when required by line manager.
- Ensure effective storage, use and replenishment of food stock and associated records, and follow the Academies purchasing and accounting policies and procedures.



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Health and Safety

- Ensure that all kitchen and dining area/equipment area are maintained and operated to the standards required by the statutory, local authority and academy health, safety, fire, food and hygiene regulations and policies.
- Ensure that a system of HACCP controls is in place and appropriate records are always maintained.

Other

- Actively promotes the safety and welfare of our children and young people. Ensuring team are up to date with all mandatory training and training during network days/inset days are planned and shared with your line manager.
- Ensures compliance with Ark's data protection rules and procedures
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network. Attending external catering training days and implementing new techniques and updating team on all important changes.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



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Person Specification: Chef Manager

Qualifications

- Professional hospitality/catering qualification at L2 or above
- Health & Hygiene Certificate L3, desirable
- First Aid qualification, desirable
- Allergen awareness training, desirable

Knowledge, Skills and Experience

- Experience catering in large quantities in a head chef role, ideally within a school
- Experience of cultural diversity, with particular reference to food preparation and dietary preferences, desirable
- Knowledge of healthy eating and nutrition and creating related menus
- Experience leading, coaching and motivating staff, ensuring professional development and effectively challenging and managing any underperformance
- Knowledge of HACCP
- Experience setting and managing a catering budget
- Excellent communication skills with children and adults
- High level of proficiency with Microsoft Office

Behaviours

- Genuine passion and interest in food and in helping children learn to eat healthily
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Excellent interpersonal skills, able to motivate and manage others effectively
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check