



# Ark Elvin Academy

## Job Description: Assistant Chef Manager

### The Role

At Ark Elvin, the assistant chef manager is responsible for supporting and assisting the chef manager and catering team to ensure the Academy's quality of dining is outstanding, including dining operations, health and safety, and supporting and assisting with the development of a high functioning catering team.

### Key Responsibilities

#### Catering and Kitchen Management

- Deliver an effective catering operation which provides; innovative seasonal menu planning, high quality food, friendly customer service and delivered to an excellent standard, which encourages healthy and nutritional eating habits
- Ensure effective kitchen systems and procedures are followed. Monitor, maintain and improve the standards of the product and service including effective communication of allergenic ingredients in all foods served.
- Assist the chef manager with organizing and executing internal and external functions taking place in the school including events or theme days, as and when required.
- Building and maintaining a highly functioning catering team by participating in the planning and structuring of the day-to-day demands of the canteen.

#### Financial

- Working alongside the chef manager and team to ensure effective storage, use and replenishment of food stock and associated records, and follow the Academies purchasing and accounting policies and procedures.

#### 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
- 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, offering support where required

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.

# Person Specification: Assistant Chef Manager

## Qualifications

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

## Knowledge, Skills and Experience

- Experience catering in large quantities in an assistant chef role or similar, ideally within a school
- Experience of cultural diversity, with reference to food preparation and dietary preferences, desirable
- Knowledge of healthy eating and nutrition and creating related menus
- Excellent communication skills with children and adults
- A good 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 assist others effectively
- Professional outlook, detailed orientated and able to multitask 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

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. To meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*