



HIGHGATE

PRIMARY SCHOOL

Post Title: Assistant Chef Manager
Grade: Scale 5 Actual Salary Approx £17,800 per annum
Hours 30 hours per week term time only (40 weeks per year).
Line Manager: Executive Chef

Purpose:

- To support the delivery of an effective, high quality catering service is provided for pupils, staff and visitors.
- To assist to ensure that all statutory and industry best practice health and safety, hygiene, and EU FIC regulations that apply to the catering industry are rigorously applied and enforced.
- To assist the management and development of all catering staff, including training, and sustaining a good working atmosphere.
- To undertake any additional duties or responsibilities as reasonably determined by your line manager.
- To assist to encourage innovation and development of an attractive menu offer, meeting the guidelines laid out in the School Food Plan, and to consistently work to increase the uptake of school meals by students.
- To assist to ensure that the legal requirements as laid out in the Food Information Regulations are adhered to, and suitable options are available for customers suffering from allergies and intolerances.
- To deputise in Executive Chef's absence
- To support the Executive Chef lead on and embed the food agenda within the curriculum



Headteacher: William Dean Highgate Primary School, Storey Road, London N6 4ED

tel: 020 8340 7023 | fax: 020 8341 6266 | www.highgateprimaryschool.co.uk | office@highgate-pri.haringey.sch.uk

KEY RESPONSIBILITIES

Assist in the Management of the Catering Service

- a) To assist to ensure that a cost effective, high quality catering service is provided for pupils, staff and visitors.
- b) To assist to ensure the menus for all the meals served to pupils, staff and visitors comply with current and future government guidelines and legislation.
- c) To prepare and cook food to a high standard, ensuring that portion control procedures are applied with the Executive Chef.
- d) To assist to monitor that standard of food presentation and service meet the highest levels and that the food is presented and served attractively.

Health and Safety

- a) To assist to ensure that Health and Safety and Hygiene Regulations and other relevant legislation are fully observed and applied.
- b) To support the Executive Chef for ensuring that staff are trained on and employ the correct use of the kitchen equipment at all times.
- c) To be support the Executive Chef to ensure that staff are trained in food hygiene and employ practices that uphold the highest standard of food safety at all times.
- d) To assist the Executive Chef to ensure that monitoring of critical control points is being undertaken and recorded in a suitable format for inspection when necessary by the School, Environmental Health and any external auditors.
- e) To oversee and monitor cleanliness of the kitchen and service areas, including implementing and recording a thorough cleaning schedule.
- f) To ensure that the Food Information Regulations are adhered to, with particular emphasis on catering to special dietary requirements with the Executive Chef.

Maintenance of Equipment and Materials

- a) To be assist the Executive Chef in the procurement of kitchen equipment and ensure its maintenance.
- b) To be assist the Executive Chef to ensure the kitchen, kitchen equipment and stores and to make sure that the areas are clean, tidy and properly maintained at all times, reporting any damage immediately.



Personnel and Other Services

- a) To assist to manage and support the catering team effectively, including monitoring performance and providing training.
- b) To assist in supervisory duties to ensure that good working practices are applied and to ensure that work is completed correctly and promptly.
- c) To follow the school procedures with regard to capability.
- c) To assist to ensure that staff receive statutory and necessary training to complete their duties.

KEY TASKS

Management of the Catering Service

- a) To work under pressure in order to meet tight and varied deadlines.
- b) To assist in the ordering and preparation of ingredients and other materials to provide an efficient, high quality catering service.
- c) To assist in the supervision of servicing of meals.
- d) To cook and prepare all food to a high standard, ensuring that correct portion control procedures are adopted.
- e) To ensure that special dietary (religious, ethnic, allergies, intolerances) requirements are catered to within the constraints of any relevant legislation and the School's policies.

Health and Safety

- a) To ensure that Health and Safety, Hygiene and other relevant legislation is employed by all kitchen staff, taking corrective action where necessary.
- b) To be assist the Executive Chef in supervising the catering assistants and porters, ensuring that safe and correct working practices are employed.
- c) To ensure the safety and security of the kitchen, including control of hygiene, health and safety, responding to legislation as appropriate.
- d) To assist in ensuring that the kitchen, stores and associated areas and ensuring that the areas are clean, tidy and maintained at all times.



Maintenance of Equipment and Materials

- a) To assist to procure essential equipment for the successful establishment of a functional catering service.
- b) To assist to report to the Facilities Manager any building and equipment repairs as appropriate.

Other

- a) To be aware of and comply with procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- b) Contribute to the overall ethos/work/aims of the school.
- c) Appreciate and support the role of other professionals.
- d) Participate in training and other learning activities and performance development as required.
- e) Identify training needs of team members and recommend appropriate solutions.
- f) Ensure effective communication between teams, other staff and key stakeholders

This job description is not exhaustive. Whilst every effort has been made to explain the main duties, tasks and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a school aspiring to be outstanding, which requires flexibility and change management in all of its employees.

Professional Protocol/Expectations

Skills

- Have full working knowledge of relevant policies/procedures/codes of conduct and awareness of relevant legislation.
- Have basic ICT skills
- Have the ability to self-evaluate training needs and actively seek training opportunities.

People Skills

- Ability to communicate effectively, take an active part in being part of an effective team with peers.



- Operate in a manner that promotes equality of opportunity and collaborative working; being aware of the requirement to deliver non-discriminatory services and to promote great equity for those that are disadvantaged.

Personal Style and Behaviours

- Personal and professional demeanour which generates credibility and confidence amongst Senior Leadership Team, Governors, staff, parents, children, external partners and all other stakeholders
- With the Site Manager able to set and meet personal priorities, objectives and deadlines while maintaining a focus on assisting with the delivery of School's key priorities/accountabilities
- Have a flexible approach to acquire new skills and demonstrate a strong commitment to training/continuous professional development for self.

Data Protection

- Understanding of the requirements of the Data Protection and Freedom of Information Acts and the School's legal responsibilities in these areas.



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