

JOB DESCRIPTION

Job Title	Assistant Kitchen Manager
Responsible to	STEP Academy Kitchen Manager
Responsible for	Kitchen Assistants

Job Purpose:

- General kitchen duties to assist in the production and serving of meals in academy and maintaining a high standard of kitchen hygiene.

Key Internal Contacts:

- Kitchen Manager/Catering Manager
- Senior Catering Manager/Head of Service
- Headteacher
- Other catering staff
- Other academy staff

Key External Contacts:

- Catering Suppliers

Financial Dimensions:

- The controlling and ordering of stock and food.

Key Areas for Decision Making:

- Ordering, stock and portion control in association with management.
- The keeping of various stock records related to the duties of the post.
- Follow the catering rota in an effective manner.
- Deciding when and how to clean spillages and accidents in the safest and most appropriate way to maintain the highest levels of hygiene

Catering Duties

This will involve:

- The cooking of traditional and light meals.
- Service of food to children and academy staff.
- Washing dinner trays/cutlery either by hand or machine.
- Cleaning of equipment, surfaces and floors.
- Basic food preparation such as salads and sandwiches.
- Use of kitchen machinery, after appropriate training.
- Attending training sessions, possibly outside usual working day.

- Moving of furniture/food trolleys.
- Ordering stock.
- Promoting service in the academy & participating in special events.
- Deputising for manager.

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the Job Description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: **Assistant Kitchen Manager**

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
Experience of catering	✓				
Previously managed, assisted or deputised own unit.		✓			
Experience of training staff in basic kitchen skills.		✓			
Knowledge & Understanding					
Knowledge of basic food preparation including methods, portions, stock rotation and ordering.	✓				
Skills & Abilities					
Ability to read and implement instructions, such as Health & safety and Food Hygiene regulations	✓				
Ability to read and complete simple instructions, such as cleaning rota, work rota, temperature control.	✓				
Able to use and clean machinery and light equipment.	✓				
Able to encourage children to select a balanced meal.	✓				
Able to communicate with all kitchen, academy staff and pupils.	✓				
Able to work on own and within a team.	✓				
Able to lead and motivate staff	✓				
Work effectively in a busy and hectic environment.	✓				
Display and maintain a high standard of personal hygiene.	✓				
Take charge of the kitchen and staff in the absence of the Kitchen Manager	✓				
Personal Skills and Attributes					

Demonstrate a willingness and enthusiasm for training and progression.		✓			
Display a commitment to the Trust's equalities policies.	✓				
A positive, "can do" attitude at all times.	✓				
Special Conditions					
Enhanced DBS check required.	✓				
Willing to work occasional additional hours and at other sites within the Trust when required.		✓			