

School Restaurant & Kitchen Manager/Chef

£26,171 - £28,427 pro rata. (Actual £22,778 - £24,742)

40 weeks per year + 5.4 weeks paid holiday

- Do you care passionately about food?
- Have you always wanted to run your own restaurant?

We are looking to work with a dedicated, enthusiastic and experienced Chef Manager to lead our busy in house restaurant and catering team.

Purpose of Job:

The position will be responsible for providing a high quality breakfast, lunch, break & school hospitality service to hungry students, staff & visitors. The ideal candidate will manage the dedicated team, design and plan menus in line with the school food plan, order & maintain stock control in line with budgetary constraints, and ensure the highest standards of food hygiene are adopted throughout. The candidate should ideally be able to demonstrate experience of excellent food production & presentation skills for large numbers, have a proven craft & management skill, and a real passion for driving forward a fresh, healthy & delicious food plan for our high performing and happy school. We are looking for someone with expertise in nutrition, and a passion for food to build something creative, reliable & with links to the secondary curriculum, with the full support of the leadership & management team. If this sounds like you, and you are ready for the freedom of a fresh new challenge then we can't wait to hear from you.

Qualifications should include 706/1 and 2 or NVQ equivalent (Level 1 & 2) in Professional Cookery. You will be rewarded with a very competitive salary for working 37 hours per week, 40 weeks per year.

Responsible to: Business Manager, a member of the school Leadership & Management Team

Main Duties & Responsibilities:

- To line manage all catering staff, including performance management, to ensure efficiency & staff wellbeing, in line with the schools Personnel, Wellbeing & Training policies.
- To promote good relationships and minimise staff turnover, through leading and motivating staff by the proper allocation of duties and responsibilities and fair and prompt treatment of any disciplinary and grievance cases arising. Specifically to conform to Employment Legislation and follow the School's Personnel and Training Policies and Procedures in respect of selection, engagement, induction & training.
- To plan menus and order foodstuffs and light equipment in accordance with the School's purchasing policy and procedures and to check and record the amounts, prices and condition of supplies and deliveries. To avoid unnecessary wastage and deterioration of foodstuffs.
- To be directly responsible for the planning, preparation, production, presentation & portioning of the day to day food and beverage service for students, staff and visitors.
- To provide an additional lunch time meal service to at least one Primary feeder school
- To prepare, cook and serve school meals in accordance with food handling and preparation regulations, ensuring safe and proper use of the kitchen/catering equipment and materials provided.
- To organise directly, assist with the provision and participate in the promotion of the Restaurant at special event or functions (Hospitality) and to be available for some work taking place outside normal working hours e.g. Parents' Evenings

- To build a brand with support of the business manager to sustain interest in the range of food and beverages available and where appropriate increase sales.
- To assist the business manager in preparing the annual restaurant budget & maintain the food cost in accordance with this budget.
- To purchase materials, consumables, non-consumables, and light equipment within the limits of the budget and in accordance with the schools finance policy.
- The security & reconciliation of cash (vending), stock and sales utilising the cashless catering system.
- To be able to use the cashless till operation and reports.
- To produce cost/sales analysis when required.
- To recommend & implement cost reductions, & service improvements to the standards required by the school.
- To maintain the high standard of personal & food hygiene and ensure no breaches in health and safety within the working environment.
- To ensure correct food storage, handling and preparation of food.
- To monitor and record food and equipment temperatures to catering regulations
- To ensure heavy duty kitchen equipment, light equipment, work areas, other facilities and general surroundings of the kitchen & restaurant are maintained and operated to standards required by the Statutory & school Hygiene, Health & Safety and Fire regulations and policies. Similarly, to ensure that employees use safe methods of work and that no unauthorised person cleans/operates certain equipment.
- To assist in the clearing and cleaning of the kitchen and the equipment using schedules and rotas when applicable.
- To observe all Health and Safety rules and take particular care regarding the use of chemicals.
- To take advantage of all training given and to draw the Business Managers attention to further personal training required to assist in your duties.
- To hold catering department meetings and be willing to share new ideas, menus etc.
- To adopt a positive and pleasant manner at all times to encourage good working relationships with colleagues, school staff, students and visitors
- To be competent in completing daily/weekly administrative work

Waddesdon Church of England School is a co-educational 11-18 secondary school with Academy Status It has just under 1000 students on roll, and around 270 students in sixth form. Our daily routines and educational practice are rooted in the twin values of Dignity & Respect.

The students at Waddesdon are polite, well behaved and respectful.

Waddesdon is a small, attractive village with a population of around 2,000, situated on the main A41 road six miles to the west of Aylesbury. The school itself is set on a beautiful, open site on the edge of the Waddesdon Estate

October 2019