

# ROLE PROFILE

Human Resources and Organisational Development



Role Profile					
<b>Job Title</b>	Kitchen Manager (Primary)	<b>Job No.</b> (Office Use)	E103b	<b>Grade/Grade range</b> (for career grades)	Grade E
<b>Department</b>	People		<b>Division</b>	Education, Learning and Family Support	
<b>Section</b>	Education Catering		<b>Team</b>		
<b>Reports to (Job Title)</b>	Area Supervisor		<b>Competency Job Type</b>	Supervisor	
<b>Suitable for Job Share (Y/N)</b>	No		<b>If No state reason</b>	Hours of work, consistency and continuity of service	
<b>Location</b>	Various		<b>Shift Pattern</b>	Occasional requirement to work outside normal working hours	
<b>CRB check required</b>	Enhanced				

<b>Job Purpose</b>	To manage the production of safe food in a hygienic environment and provide satisfaction at all times within all aspects of the contract. To maximise profitability within the service. The post holder will have contact with children.
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<b>Decision Making</b>	The job involves working within recognised procedures, which leave some room for initiative when allocating daily tasks to staff. The work may involve responding independently to unexpected problems and situations. The post holder generally has access to a supervisor or manager for advice and guidance on unusual or difficult problems.
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<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Manage the food preparation, production and the delivery of food at mealtimes to children and staff</li> <li>• Manage and train the staff group within the kitchen. This will include on the job training</li> <li>• Handle small amounts of cash</li> <li>• Act as a keyholder ensuring the building is secure. Responsible for basic book keeping, ordering a limited range of stock and stock control procedures in respect of the kitchen. Assist with this at other locations if required</li> <li>• Ensure the working environment is safe and clean at all times</li> <li>• Promote the school meals service</li> <li>• Adhere to procedures for the repair and maintenance of heavy catering equipment</li> </ul>
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	<ul style="list-style-type: none"> <li>• Line manage a small team of staff, prepare rotas and working hours</li> <li>• Work within the legislation of the Health and Safety at Work Act 1974 and the Food Safety Act 1990 and 1995 and the Education and Inspections Act – Nutritional Standards for School Lunches 2006.</li> <li>• Undertake other duties appropriate to the grade of the post</li> </ul>
<b>Demands</b>	<p>The post holder will stand or walk for most of the working time with a periodic requirement for high physical effort when lifting boiling pans and hot trays from ranges</p> <p>Working to deadlines is a feature of the role, leading a team that is required to produce food for mealtimes by a pre-set time. Mental attention is required for up to an hour when ordering food and undertaking stock control duties</p>
<b>Working Conditions</b>	The post holder has considerable exposure to environmental conditions in the school kitchen from extreme heat, chemical hazards and noise
<b>Experience, Knowledge and Qualifications</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Previous catering experience within a workplace environment</li> <li>• Experience in the preparation and production of safe food in a hygienic environment</li> <li>• Certificate in Basic Food Hygiene</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Knowledge of catering within a school environment</li> <li>• Craft trainer award</li> <li>• Catering Qualification 706/1 &amp; 2 or equivalent</li> <li>• Cash handling experience</li> </ul>
<b>Skills and Technical Competencies</b>	<ul style="list-style-type: none"> <li>• Considerable precision is required to complete physical activities such as chopping and measuring food / liquid and handling containers and pans</li> <li>• Mental skills to regularly solve problems themselves and also to plan rotas and working routines for staff at least one month in advance</li> <li>• Interpersonal skills required to exchange information both orally and in writing and motivate and train other staff informally</li> <li>• Time and task management skills in order to prioritise work in an effective and productive way</li> <li>• Customer care skills used to respond to queries from parents, members of staff and children</li> </ul>
<b>Corporate Standards</b>	<ul style="list-style-type: none"> <li>• In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>• Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its' policies and procedures.</li> <li>• Work within the requirements of the Councils' Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>• Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>

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