

JOB DESCRIPTION	JD no: 8
------------------------	----------

Job Details

Post Title	Catering Assistant
Responsible to	Line Manager

Purpose of job

To assist in the preparation, cooking and serving of food and beverages, as directed by senior staff.

Responsibilities

1. Assist in the preparation and cooking of food and beverages.
2. To serve food and beverages to staff and pupils at the school ensuring a high quality service is maintained.
3. Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene regulations at all times. To report serious hazards to the senior staff immediately.
4. Operate kitchen equipment, following training.
5. Undertake cleaning and washing up as directed in the kitchen and dining areas.
6. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Catering Assistant will be observed and monitored both formally, through the Trust’s Performance Development procedures and informally through daily discussions.

Student Care Role

- The Catering Assistant will follow the Trust’s procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy’s Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Catering Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Catering Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Catering Assistant is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Catering Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Catering Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

JOB DESCRIPTION

JD no: 51

Job Details

Post Title	Catering Supervisor
Responsible to	Line Manager

Purpose of job

To undertake the preparation, cooking and service of food and beverages, supervision of a team of catering assistants plus other related catering duties, as directed by the cook/chef.

Responsibilities

1. Prepare, cook and serve food and beverages, as directed
2. Operate kitchen equipment, following training
3. Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times
4. Prepare and clear kitchen and dining areas
5. Undertake cleaning and washing up as directed in the kitchen and dining areas
6. Check delivery of food and other catering consumables from designated suppliers and be responsible for refilling and replacing sauces, condiments and other consumables
7. Allocate tasks and oversee work of catering assistants
8. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Catering Supervisor will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Catering Supervisor will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Catering Supervisor is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Catering Supervisor will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Catering Supervisor is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Catering Supervisor will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Catering Supervisor will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

JOB DESCRIPTION

JD no: 3

Job Details

Post Title	Assistant Chef
Responsible to	Line Manager

Purpose of job

To undertake the preparation, cooking and service of food and beverages plus other related catering duties, as directed by the chef.

Responsibilities

1. Contribute to the provision of an effective and smooth catering service through preparation, cooking and serving of food and beverages, as directed and in line with established procedures/guidance.
2. Ensure food hygiene and cleanliness standards in the kitchen are met in accordance with health and safety, food hygiene regulations at all times. To report serious hazards to the senior staff immediately.
3. Operate a range of kitchen equipment, following training. Provide informal training to other kitchen staff where appropriate.
4. Check delivery of food and other catering consumables from designated suppliers and arrange hygienic storage in accordance with domestic and catering standards.
5. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Assistant Chef will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Assistant Chef will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Assistant Chef is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Assistant Chef will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Assistant Chef is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Assistant Chef will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Assistant Chef will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

JOB DESCRIPTION

JD no: 26

Job Details

Post Title	Head Chef
Responsible to	Line Manager

Purpose of job

To take responsibility for the safe, effective and efficient operation of all activities within the kitchen, including the planning, preparation and cooking of meals within a school.

Responsibilities

1. Responsible for the provision of an effective and smooth catering service through preparation, cooking and serving of food, in line with established procedures.
2. Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety and food hygiene regulations at all times, taking action where appropriate. To report serious hazards to the senior staff immediately.
3. Operate and maintain a range of kitchen equipment, following training. Provide training to other kitchen staff.
4. Organise and supervise the work of other kitchen staff, including ensuring they have been adequately trained.
5. Under the direction of senior staff, order food, beverages and other commodities from designated suppliers and ensure hygienic storage in accordance with domestic and catering standards.
6. Assist with the planning and preparation of balanced limited choice menus according to nutritional standards and taking into account the dietary needs of pupils and staff, their varied cultural and religious backgrounds, costs and budgets.
7. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Head Chef will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Head Chef will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Head Chef is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Head Chef will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Head Chef is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Head Chef will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Head Chef will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

JOB DESCRIPTION

JD no: 9

Job Details

Post Title	Catering Manager
Responsible to	Line Manager

Purpose of job

To take responsibility for the safe, effective and efficient operation of all aspects of catering services within one or more schools.

Responsibilities

1. Responsible for the provision of an effective and smooth catering service through preparation, cooking and serving of food and beverages in one or more schools.
2. Overall responsibility for maintaining high standards of food hygiene and cleanliness of equipment, the kitchen and dining areas in school(s) ensuring compliance with all relevant health and safety and food hygiene regulations.
3. Plan, operate and control the production and service of food-related duties, setting out programmes of work and supervising other catering staff. Assist with the development of school guidance and procedures relating to catering services.
4. Ensure the safe operation and maintenance of all kitchen equipment.
5. Management of all kitchen staff across one or more schools to ensure a high quality catering service is provided.
6. Order food goods and other commodities from suppliers within the agreed school(s) catering budget. Ensure storage and management of food and other consumables in line with health and safety and hygiene regulations.
7. Responsible for devising, planning and preparing balanced multi and/or limited choice menus with the head chef(s), in accordance with nutritional standard, considering the dietary needs and preferences of pupils and staff and varied cultural and religious backgrounds and that are within agreed budgets.
8. Management of the designated catering budget, under supervision of senior staff.
9. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Individuals in this role may also undertake some or all of the following:

10. Support the curriculum and extracurricular activities within the school and identify/implement suitable opportunities for student work experience.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Catering Manager will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Catering Manager will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child

Protection Officer.

Training and Development

- Training and development will be given to ensure that the Catering Manager is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Catering Manager will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Catering Manager is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Catering Manager will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Catering Manager will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.