

Job description

Job title: 6th Form Café Manager / Cook
Job evaluation reference: HF 607
School:
Grade: Dorset Grade 4
Reports to: Headteacher / Cook in charge

Purpose and impact

1. To manage the 6th Form Café, and to oversee the tasks undertaken by the Kitchen Assistant(s). This will be conducted in accordance with food handling and preparation regulations, ensuring safe and proper use of the kitchen/catering equipment and materials provided
2. To prepare, cook and serve meals under the direction of the line manager.
3. To work within agreed principles and guidelines, with limited supervision from the line manager. Work will be largely regulated by laid down procedures with little requirement for creative or innovatory thinking. Contacts will be generally routine or incidental involving the exchange of information on non-contentious matters.

Key responsibilities

1. Preparation of meals in accordance with menu requirements.
2. Preparation of meals to meet special dietary requirements.
3. Supervise other kitchen staff as and when required / day to day management of the 6th Form Café
4. Maintain good practice in all matters relating to food preparation and use of kitchens.
5. Order food and check as appropriate deliveries for quality, quantity and description.
6. Ensure the correct and economical use of materials and equipment to achieve maximum cost efficiency and quality.
7. Clean kitchen areas and equipment and equipment to required standards.
8. Comply with Health and Safety requirements.
9. Ensure all kitchen equipment used is kept in efficient working order and that any mechanical defects are reported as appropriate.
10. Any other lesser or comparable duties as required relating to the particular specialised function of the team or teams.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: The post holder will be required to work under supervision of the line manager.
Responsibility for: The post holder will be required to supervise other staff.

Other factors

Resources

1. Some responsibility for small items of equipment and stock.

Working Environment

1. The work environment may vary but will include hot kitchen areas. The role may include lifting, pushing and/or carrying equipment. The post holder will have a set programme of tasks which will be subject to occasional interruptions.