

Role Profile			
<b>Job Title</b>	Kitchen Manager		
<b>Section</b>	Estates	<b>Department</b>	
<b>Reports to (Job Title)</b>	Catering Manager		
<b>Location</b>	TFT Sites		

<b>Job Purpose</b>	To support the production of fresh food in a hygienic environment and provide customer satisfaction at all times within all aspects. The post holder will have direct contact with our young people on a daily basis preparing, cooking and delivering fresh food at mealtimes.
<b>Key Competencies and Output</b>	<ul style="list-style-type: none"> <li>• Carry out the preparation, production and the delivery of fresh food, including special dietary requirements and allergies at mealtimes to children, staff and visitors.</li> <li>• Responsible for basic bookkeeping, ordering a limited range of provisions, stock and stock control procedures in respect of the kitchen. Assist with this at other locations if required.</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>• Support the monitoring of free school meals for the young people and duty meals for staff. Act as a key holder ensuring the kitchen is safe and secure.</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> <li>• Responsible for food hygiene at all times, keeping accurate records at all times.</li> <li>• Support in deep clean of kitchen working areas (additional hours if necessary).</li> <li>• Undertake cleaning duties, food temperature testing and appropriate health and safety whilst keeping accurate records.</li> <li>• Undertake other duties appropriate to the grade of the post and as directed by line manager.</li> <li>• Be conversant with Microsoft Outlook, Word and Excel.</li> </ul> <p>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed</p>
<b>Experience, Knowledge, Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>• Previous catering experience within a working environment.</li> <li>• Experience in the preparation and production of food in a safe and hygienic environment.</li> <li>• Certificate in Basic Food Hygiene.</li> <li>• Knowledge of Food Hygiene regulations.</li> <li>• Knowledge of Health and Safety, HACCP, COSHH.</li> <li>• Understanding and experience of the operation of various types of kitchen equipment.</li> <li>• Level 2/A* - C GCSE equivalent in literacy and numeracy (for ordering stocks and supplies, keeping appropriate records and cash handling).</li> </ul>

	<ul style="list-style-type: none"> <li>• Basic understanding of Word, Outlook and Excel.</li> </ul>
<b>Corporate Standards</b>	<p>In accordance with Delt's organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation.</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>