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**JOB DESCRIPTION**

**Job Title:** **CHEF SUPPORT – LEAD TECHNICIAN**

**Line Manager:** Catering Educational & Commercial Operations Manager

**Responsible for:**

**Contract:** BAND D

**JOB PURPOSE**

Carry out ordering, receipting, storage and issuing of catering supplies for all College hospitality functions, courses and services as well as the cafes. To ensure best value at all times and work within tight budget constraints.

Work with the Catering team to ensure a high level of customer service at all times.

All staff have a responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults.

**SPECIFIC DUTIES**

1. Work with the Catering Team Leader and Catering Assistants to plan rotas and maximise staff utilisation.
2. Consolidate departmental orders for goods required for teaching and all catering outlets and services. Work effectively with other catering staff (e.g. the Catering Operations Manager) to ensure that this is achieved in the most cost effective way possible and within given budgets.
3. Carry out the ordering of goods and ensure products received are of high quality and ensure they are properly receipted and stored. Ensure that unused goods are returned to stock where appropriate.
4. Prepare management information on budgets, levels and use of catering stock as requested by the Head of Faculty.
5. Ensure that goods are distributed efficiently and are available in the correct rooms at the appropriate time for lessons.
6. Lead by example and ensure that catering assistants lead and demonstrate high standards of cleanliness and hygiene in the kitchen and all food preparation, storage and service areas.
7. Comply with the College’s food hygiene policy and participate in professional food hygiene updating as required. Keep up to date with current allergy regulations.
8. Ensure kitchen and service areas are cleaned to levels appropriate to the time of year including managing major strip down cleans during closed periods.
9. Work flexible to provide evening café and restaurant services as well as larger, one-off functions.
10. Provide accurate stock control and budgetary information as requested and carry out monthly stocktakes.
11. Keep record of Student Health & Safety inductions and Risk assessments.
12. Produce and update Risk assessments and ensure all equipment is labelled correctly.
13. To work flexibly within both the Café and Training department to cover days cooking to allow flexible hours for management .

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**GENERAL DUTIES**

* Work flexibly to meet College requirements including on occasion working in other departments as directed by your line manager. This requirement is likely to be particularly relevant during holiday periods.
* Comply with all College policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
* Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
* Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
* Value diversity and promote equal opportunities.
* Comply with an agreed dress code appropriate to the job role and the tasks to be completed.
* Participate in Performance Management and Professional Development activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
* All Kendal College employees are expected to act as ambassadors for the College and promote the organisation and its services positively.
* Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably changes; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the College will expect to revise this job description from time to time and will consult with the job holder in so doing.

**February 2021**

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**PERSONAL SPECIFICATION**

**POST: CHEF SUPPORT – LEAD TECHNICIAN**

**As a College employee you will be expected to embrace the College values**

• Learners are our priority

• Embrace equal opportunities and respect diversity

• Work co-operatively with colleagues

• Respect and value the work of all our stakeholders

• Strive for continuous improvement

• Adhere to College policies and procedures

• Promoting the welfare of children, young people and vulnerable adults

| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| **Qualifications** | * Level 2 Food Hygiene (basic) * Level 2 Chef’s Diploma | * GCSE Maths and English or equivalent (grade A-C) * Level 3 Food Safety and Supervising. * Level 3 Chef’s Diploma |
| **Experience** | * Industry experience * Supervisory experience * Experience in food ordering and stock control | * Experience in educational setting |
| **Knowledge and Skills** | * Excellent timekeeping * An empathy with young people and the ability to develop good relationships with learners * Good communication skills with the capacity to build good relationships with suppliers * Able to maintain a good level of housekeeping and cleanliness * Ability to work unsupervised and on own initiative * Able to maintain accurate records such as orders and cash. * Impeccable food and hygiene standards and be able to demonstrate knowledge of current legislation and hygiene regulations | * Competent user of IT – especially Microsoft Office packages. |

**Essential requirements are those without which application will not normally be considered for appointment**