



JOB DESCRIPTION

1. Responsible to the Catering Manager and Assistant Catering Manager
2. To be responsible for the ordering, preparation and service of food in the 6th form café
3. To liaise with the café Manager in the smooth operation of the 6th form café
4. To be responsible for income generation in the 6th form café
5. To develop new and popular dishes on a regular basis to keep pupils interested
6. To work under careful financial restraints in the management of food, staffing, wastage and stock rotation
7. To work in conjunction with the catering operation Food Safety Management Systems
8. To work in other departments of the kitchen should such need arise
9. To train and develop staff in the catering operation to an appropriate level
10. To maintain a good working relationship with management, staff and pupils at all times
11. To be able to maintain good working practices at all times
12. To follow the School Foods Trust nutritional standards at all times
13. To be available to work on occasional weekends or evenings for occasional school functions i.e. leavers ball, sports evenings etc
14. To maintain a safe working environment in the 6th form kitchen
15. To be part of the kitchen management team and to develop ideas for the catering operation
16. To be fully aware of the COSHH and HACCAP systems and in the implementing of these
17. To appraise staff under your supervision bi-annually or annually
18. To be aware of changes in the competitive market
19. To comply with all due diligence regulations
20. To attend professional courses in agreement with the catering management team.
21. To carry out any other duties or responsibilities associated with this position
22. To be able to manage others through negotiating, motivating, delegating, communicating and team building
23. To be able to manage yourself through planning, organisation and prioritising
24. To deputise for the Catering Manager and Assistant Catering Manager as required.