



Person Specification: Kitchen Manager

	Essential	Desirable
Qualifications		
City and Guilds 706/1 and 706/2 or relevant NVQ or equivalent experience	E	
Certificate of Foundation Food Hygiene.	E	
Experience		
Experience of maintaining health & safety and hygiene standards	E	
Experience of stock control and working within specified budgets	E	
Experience of staff management; supervision; training.	E	
A minimum of two years' experience of controlling and managing a catering operation and ensuring that all specified duties, performance standards and budgetary targets and legal requirements are met		D
Experience of managing a school kitchen		D
Knowledge		
Practical catering procedures.	E	
Knowledge of cleaning procedures and schedule planning.	E	
Knowledge of Health and Safety; Food Hygiene and Personal Hygiene legislation in a catering environment.	E	
Knowledge of compiling menus and what is required for a balanced diet. Awareness of different diets.		D
Knowledge of purchasing, invoicing, stock control system.		D
Knowledge of basic personnel procedures, i.e. induction, discipline.		D
Knowledge of customer care requirements.	E	
Skills		
promote the school's aims positively,	E	
establish positive relationships with children, staff and senior leaders	E	
communicate effectively with colleagues and pupils,	E	
Able to adapt meals to meet the needs of individual pupils – medical/dietary.	E	
Able to cook healthy nutritious meals using a wide variety of cookery techniques, using fresh ingredients	E	
Able to control and manage a catering operation to ensuring that all specified duties, performance standards and budgetary targets and legal requirements are adhered to.		D
Able to supervise a number of employees, e.g. personnel organisation, delegation, motivation, identifying poor performance and liaise with staff.		D
Able to increase staff awareness to customer needs.	E	
Able to undertake training, when required to do so, in Health and Safety, Food Safety, Customer Care, Manual Handling and the preparation, cooking and serving of food.	E	
Personal Characteristics	E	
A passion for working within a school setting	E	
Approachable	E	
Committed	E	
Enthusiastic	E	
Display good initiative	E	
Calm under pressure	E	
Well-organised	E	
Flexible	E	
Sense of humour	E	
Punctual	E	

St Andrew's CE Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.