



Job Description: Kitchen Manager

Responsible to

The Head Teacher (or deputy Head teacher in their absence)

Responsible for

General assistants/ apprentices

Main Purpose

- To manage our school kitchen
- To produce a range of meals for pupils and staff in accordance with catering policies and procedures to the standards required, including the provision of special diets.
- To supervise a team of kitchen staff and associated duties.
- Presentation and serving of food and cleaning of the equipment and kitchen
- To support the head teacher in achieving the budgetary targets which have been set.

Main Activities

- Undertake the full range of cooking activities, including cooking for special dietary requirements, ensuring the highest standards of food production and presentation are achieved to agreed standards. Liaising with school staff and supporting professionals (e.g. dietician) as necessary.
- Plan and cook menus in accordance with the client's needs and National Nutritional Standards and working to the agreed costs. Implement marketing and promotional opportunities for the catering service to ensure maximum take up of meals.
- Establish links with pupils, teaching staff and the Head Teacher to provide feedback regarding menus and use this information to identify future improvements.
- To achieve the budgetary targets set for food, labour and materials by maintaining low stock levels of food and materials, following standard recipes and serving correct portions, and managing overtime.
- Supporting the head teacher in ordering the full range of supplies required, controlling levels of stock, maintaining and updating relevant paperwork and records, in particular checking that the goods received are as ordered, of the required brand, quality, correct weight and correct quantity.
- Supervision, training, motivation and induction of the catering team.
- Implement safe working practices with regard to Health and Safety, Food Hygiene Regulations and maintain high standards of personal hygiene.
- Effectively organise the serving of food to pupils and staff and the washing up.
- Ensure efficient cleaning of the kitchen and dining areas in accordance with the cleaning schedule (e.g. washing up, setting up and clearing away dining requirements and serving areas).
- Report repairs/defects to the Head teacher
- Ensure the general security of the kitchen area including storage areas.
- Maintain all records required to include customer numbers, stock take, meal numbers, overtime, food safety records, health and safety records, orders, attendance.
- Attend training courses when required
- Liaise with the head teacher, office manager, visitors and suppliers
- Responsible for undertaking the duties of the job with due regard for the Council's Equal Opportunities Policy.
- Any other duties and responsibilities within the range of the salary grade.

Health & Safety

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

Safeguarding

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

Equal Opportunities

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

GDPR

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Hours of employment

25 hours per week
Monday-Friday (9am -2pm)
Term time only (38 weeks per year)

Salary

Grade 4 Point 1 (pro-rata)

Contract

Permanent
Start date: 1st September 2026

Closing date for applications

12 noon Monday 18th May 2026

Interviews

W.B. 1st June 2026