



job description

Academy Cook and Team Supervisor

Purpose:	To assist the Restaurant Manager in providing a quality food and beverage service for all students and staff and adhering to both hygiene and health and safety regulations. Also to provide support and leadership and management to the catering and related hospitality facilities within the Academy which provide students, staff and visitors with value for money meals of a standard that not only meet, but exceed the 'National Nutritional Standards for School Lunches' and guidelines for 'Healthy Eating' and that are responsive to customer care and demand.
Reporting To:	Restaurant Manager
Responsible For:	Supporting the Restaurant Manager with responsibility for the catering facilities and the provision of meals both within the Academy and, should the need arise, outside the Academy too.
Contract Type:	Term Time Only, including staff training days. 36.5 hours per week. (07.00am – 2.30/3.00pm)
Starting Salary	£14.50 per hour
Key Requirements	<ul style="list-style-type: none"> ▪ Preparation of food items and supervision and support of others preparing food items to agreed standards and service requirements ▪ Support the leadership of the catering operation within the Academy, to include provision when required outside of the normal Academy day. ▪ To assist in the training of restaurant staff to prepare and serve food to the highest standard. ▪ To continually strive for improvement in the quality of food sourced, the quality of service provided, efficiencies and value for money within the restaurant service. ▪ To deputise for the Restaurant Manager in her/his absence from the Academy.
Main/Core Duties	
Food Preparation	<ul style="list-style-type: none"> ▪ Prepare food items as per the daily requirements, ensuring that the agreed standards of presentation are adhered to at all times. Oversee other team members to ensure their food preparation responsibilities are met and undertaken hygienically and with health and safety in mind
Strategic Requirements	<ul style="list-style-type: none"> ▪ To support the Restaurant Manager in developing control systems for the management of the restaurant staff with regards to working hours and holidays to ensure the continuity of services within the restaurant. ▪ To develop strategic plans for the improvement of quality of food, quality of service, gross profit margins and the overall financial results of the restaurant.
Unit Specific Duties	<ul style="list-style-type: none"> ▪ To assist in any section of the kitchen as directed by the Restaurant Manager. ▪ To carry out washing up and cleaning duties as necessary within the role. ▪ Breaks to be taken at times agreed with Restaurant Manager.

	<ul style="list-style-type: none"> ▪ Full uniform (supplied) must be worn at all times. No other clothing may be visible either over or under your uniform.
Customer Service	<ul style="list-style-type: none"> ▪ To be a presence within and around the facility, promoting Academy policies, with particular reference to aspects relating to food and the use of the restaurant facilities including kitchen and dining etiquette. ▪ To fulfil the role of providing first hand support to the lead professional within the kitchen, the servery and dining areas, maintaining high standards in all aspects of professional behaviour, and providing the lead in seeking continuously to improve. ▪ To be professional, friendly and respectful towards all colleagues, and to address any concerns through the proper channels in place at the Academy. ▪ To be professional, friendly, fair and firm with students. ▪ To be friendly, helpful and welcoming to parents and others visiting or making contact with the Academy. ▪ Responding to customer comments and complaints in a positive and proactive manner. ▪ To promote a professional atmosphere of friendliness, support and rigour, and an enthusiasm for improving standards of healthy eating. ▪ When the occasion arises, using the Academy's Behaviour Policy and associated systems, to deal with and immediately report any unsatisfactory student behaviour, referring any continuing issues to the respective Head of Year or member of the Leadership Group.
Operational Management	<ul style="list-style-type: none"> ▪ Line management of the general assistant and portering staff to include the supervisory staff in the absence of the Restaurant Manager. ▪ To help organise the work and hours of the restaurant staff, ensuring sufficient staffing for the working day. ▪ To assist the Restaurant Manager in training, giving guidance and assisting staff in the safe and hygienic preparation of meals to a standard that is expected by the Academy. ▪ To help ensure that all meals are served in an exemplary manner, by courteous and helpful staff. ▪ To ensure procedures and controls are in place for regular stock control checks. ▪ To order the correct levels of stock ensuring minimum stock wastage and maximum stock turnover, whilst also ensuring that safe storage exists. ▪ To assist in checking deliveries for both quantity and quality. ▪ To support in training new and existing staff as required and to encourage their continuous professional development. ▪ To work with the Restaurant Manager in ensuring that all accidents are recorded and reported immediately to the Academy Welfare Officer and that the appropriate documentation is completed. ▪ To ensure that you are familiar with the requirements of health and safety legislation and codes of practice that are relevant to your area of responsibility and that restaurant staff are fully briefed in this regard. This will include, but is not limited to the displaying of Food Safety and Health and Safety signage, the removal/elimination/minimizing of hazards, the maintenance of fire exits and that firefighting equipment is correctly positioned and serviced. ▪ To take an active role in promoting Health and Safety throughout the Academy. ▪ To ensure that the standards of washing up and cleaning comply with all regulations which relate to the kitchen, servery and the dining areas. ▪ To maintain stocks of cleaning materials. ▪ To monitor the ambience of the servery area, menus/displays, point of sale, marketing and other forms of merchandising. ▪ To ensure the security of the restaurant, through securing entrances and exits and reporting any security breaches or 'near misses' and also to ensure the security of equipment.
Hygiene, Health and Safety	<ul style="list-style-type: none"> ▪ Comply with legislation and follow all rules and regulations laid down in the staff handbook and catering policy statements, with regard to uniform, personal hygiene, health and safety. ▪ Implement and monitor effective use of the Food Safety Manual.

	<ul style="list-style-type: none"> ▪ Carry out cleaning duties in accordance with the cleaning schedule provided. ▪ Carry out regular inspections to ensure good housekeeping standards are adhered to. ▪ Report all accidents and any health and safety hazards to ensure the safety of staff and customers. ▪ Uniform may not be worn to or from work. ▪ Ensure all deliveries are checked and put away promptly, and that all store areas and food preparation areas are clean and tidy at all times.
<p>Communication and marketing.</p>	<ul style="list-style-type: none"> ▪ Be available to attend Open Evenings and other events, as appropriate, with relation to any discussions on/or promotion of the restaurant service. ▪ In any communication with parents that may occur, maintaining a manner that is friendly, helpful and professional. ▪ To ensure that telephone calls are returned within one working day wherever possible, and that letters are dealt with promptly, in line with the Customer Service Policy in place at the Academy. ▪ To assist the Restaurant Manager in ensuring that lunch rotas and/or other restaurant information is appropriately displayed across the Academy and where appropriate, to contribute to Academy communications to students and parents.
<p>Other Specific Duties</p>	
<ul style="list-style-type: none"> ▪ To continue personal development as agreed at annual performance review. ▪ To play a full part in the life of the Academy community, to support its distinctive aims and ethos and to encourage staff and students to follow this example. ▪ To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate. ▪ To show a record of excellent attendance and punctuality. ▪ To adhere to the Academy's Dress Code and wear the relevant uniform or protective clothing. ▪ To perform any additional duties as reasonably requested by the Restaurant Manager appropriate to the needs of the Academy. 	