

**Job Description**

**JOB TITLE**

**Kitchen Team Leader**

**ACCOUNTABLE TO:**

**Catering Manager**

**MAIN PURPOSE OF THE ROLE**

The Kitchen Team Leader will prepare and cook meals, whilst ensuring that all catering areas are cleaned and maintained to a high standard. The kitchen is a busy operation offering a food service to students, staff and visitors to the College.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

* Prepare and cook food and drink in a hygienic and safe manner, following assigned procedures at all times
* Monitoring the quality of the food and service provided, and ensuring that your site performs well – achieving good quality product and service on time and within budget
* Complete and maintain relevant records (e.g. Quality Assurance documentation; Health & Safety records; training logs; timesheets etc.) accurately and on time
* Good knowledge of allergens
* Be punctual with your time-keeping; operating a quick and efficient catering service without compromising on quality of the service delivered
* Monitor and advise on stock usage; rotating stock, ensuring food stocks don’t run out and ordering stock as required, including placing orders
* Report/fix any problems or broken equipment as soon as possible, reporting any issues you can’t fix to your line manager
* Carry out any reasonable request from any member of the Management team within the general scope and purpose of the job.

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
* To contribute to the quality system of the section to ensure the delivery of a high quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

**Note:** **This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.**

**HOW TO APPLY**

For full information about this role or to apply visit www.lcwc.ac.uk/job

**Person Specification –**

**Kitchen Team Leader**

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| --- | --- | --- | --- |
|    | **Essential**   | **Desirable**   | **Assessment Method**   |
| Qualifications   |    |    |    |
| General Secondary education or equivalent (English and Maths) |  **✓**   |   |  AF/IV/Cert |
| Food Hygiene Certificate level 2 | **✓**    |    |  AF/IV/Cert |
| Experience   |    |    |    |
| Working within a customer focused environment.  |  **✓** |    | AF/IV  |
| Passion for working within the Catering and Hospitality Industry.  | **✓**  |    |  AF/IV |
| Awareness of Safeguarding requirements and good practice within an education setting.  |   |  **✓** | AF/IV  |
| Experience with Food Allergies, Special Diets and Labelling.  | **✓** |  | AF/IV |
| Food service and preparation.  | **✓** |  | AF/IV |
| Supervisor / team leader experience | **✓** |  |  |
| Skills, Knowledge and Attributes   |    |    |    |
| Excellent communication skills to enable effective dialogue with colleagues, staff, visitors and where applicable, pupils.  | **✓**   |    | AF / AT / IV   |
| Organised and self-motivated with a proven record for meeting targets and deadlines.  | **✓**   |    | AF / AT / IV   |
| Dedicated team-player, who strives for excellence and leads by example. | **✓**   |    | AF / AT / IV   |
| Tactful and discreet, whilst mindful of observing Safeguarding and professional standards. | **✓**   |    | AF / AT / IV   |
| Adaptable and flexible with working patterns when required.  | **✓**  |  | AF/AT/IV |
| Displays a smart and professional appearance, representing the College in a positive manner. | **✓**   |    | AF / AT / IV   |
|  |  |  |  |
| Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development.  | **✓**  |  | AF/AT/IV |

***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview