

Post Title	Chef Manager
School / Organisation	Govindas Ltd
Location	Avanti Grange
Grade	£16 - £17.11 per hour (depending on experience)
Hours	37.5 hours per week
Contract Type	Permanent
	Term-time
Reports to	Managing Director
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

The Chef Manager is responsible for leading and managing the culinary operations at the school, delivering high-quality vegetarian and vegan meals that align with Govinda's commitment to nutrition, sustainability, and innovation. This includes developing creative menus, ensuring compliance with health and safety standards, managing kitchen operations, and driving efficiency and financial accountability. The role also encompasses mentoring and training kitchen staff, fostering a positive team environment, and supporting the growth and expansion of catering services, including the launch of new initiatives such as a sixth-form café.

RESPONSIBILITIES OF THE JOB

Menu Development

- Plan, design, and execute creative vegetarian and vegan menus that reflect Govinda's commitment to providing nutritious, sustainable, and well-balanced meals. Ensure that all dishes are both innovative and aligned with the organisation's values, offering variety and flavour while minimising environmental impact.
- Work closely with our nutritional expert to ensure that the meals not only support student well-being but also meet established dietary guidelines. Take into account common dietary requirements and restrictions, such as gluten-free, nut-free, and allergen-conscious options, to ensure inclusivity.
- Regularly assess and update the menu to incorporate seasonal produce, local ingredients, and emerging food trends, while maintaining a focus on health and sustainability.
- Oversee recipe development, ensuring that each dish is balanced, nutritionally dense, and appeals to a diverse range of palates. Work towards reducing food waste by integrating sustainable practices and portion control into menu planning.

Leadership and Team Management

- Lead, mentor, and motivate a team of kitchen staff to foster a positive and productive work environment.
- Design and implement training programs to enhance staff skills, ensuring continuous professional development and adherence to best practices
- Conduct regular performance evaluations, provide constructive feedback, and set clear goals to drive individual and team success.
- Address and resolve workplace challenges effectively, promoting harmony and collaboration within the team.
- Oversee staffing schedules to ensure adequate coverage during peak times while managing labour costs.
- Celebrate team achievements and recognise individual contributions to maintain high morale and staff retention.

Finance

- Ensure the Govindas Kitchen operates efficiently, adheres to budgetary targets, and consistently delivers the required level of service.

- Collaborate with the Managing Director to monitor financial performance. Implement and maintain evidence of financial best practices, including recipe and dish costings, cost-per-head calculations, wastage tracking, and conducting monthly stock-takes.
- Support catering payroll management by maintaining accurate monthly records of overtime and ensuring compliance with payroll policies.

Compliance and Safety

- Ensure full compliance with all relevant Health and Safety, HACCP (Hazard Analysis Critical Control Points), and Food Safety regulations, staying updated on any changes to legal and industry standards.
- Implement, and enforce kitchen-specific policies and procedures to align with organisational and regulatory requirements.
- Conduct regular risk assessments and ensure all team members are trained in safe working practices, including proper handling of equipment and hazardous substances.
- Maintain the kitchen and associated facilities in a state of readiness for internal and external audits or inspections, addressing any non-compliance promptly.
- Oversee daily and deep-cleaning schedules to guarantee a consistently clean, organised, and hygienic working environment that meets or exceeds Food Safety standards.
- Input into any safety or food hygiene incidents, identifying root causes and implementing corrective actions to prevent recurrence.
- Ensure all kitchen staff are thoroughly trained and regularly updated on compliance requirements, fostering a culture of safety and accountability within the team.

Event and Hospitality Management

- Manage catering for special events, hospitality requests, and bespoke functions, ensuring creativity and precision.

Growth and Innovation

- Support the development of new initiatives, such as the sixth-form café, as part of Avanti Grange's ongoing expansion.
- Adapt to the evolving needs of the school, driving innovation in vegetarian and vegan catering.

PERSON SPECIFICATION

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Proven Leadership Kitchen Experience	X	
2.	A strong understanding of food hygiene and kitchen health and safety.	X	
3.	Able to lead, mentor, and motivate a team of kitchen staff	X	
4.	Oversee and deliver recipe development	X	
5.	Good understanding of inventory management, procurement, and cost control	X	
6.	Promote and safeguard the welfare of children and young people	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2024/09/Child-Protection-and-Safeguarding-Policy.Summer-24-2.pdf>