

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Luminate Education Group
Core Job Role:	Senior Chef Manager
Job Title:	Senior Chef Manager
Reports to:	Food & Catering Services Manager
Grade	SO1
Date of compilation:	August 2023

ROLE SUMMARY:

To manage the two student canteens at Printworks campus which form part of the Luminate Education Group. The role will require providing a range of freshly produced nutritious meals that our students and staff will enjoy, whilst providing an outstanding level of service.

This hands-on role will require someone to effectively manage a team of food service assistants working across two cafes. The post holder will require a keen eye for detail and driving standards, especially in relation to the implementation of food safety standards and food profit & loss.

SPECIFIC ROLE RESPONSIBILITIES:

1. To effectively manage the two onsite cafes delivering an excellent high-quality service
2. To Cook and prepare meals and snacks for the café, ensuring menus are innovative and nutritious, current and meet the needs of our customers
3. To control the budget for the purchasing and ordering of food, achieving GP margins and control other costs associated with the business.
4. Motivate and train the team of Food service assistants to ensure they provide a high-quality service for our customers & students.
5. To accurately account for the receiving, recording and storing of monies.
6. To accurately record purchasing invoices and manage stock to achieve the budgeted GP.
7. To support other chef managers and staff within the department working at different sites.
8. Responsible for the catering team and manage any staffing issues effectively.
9. To ensure all due diligence, HACCP and allergen legislation & food safety training is adhered to at all times.

10. To maintain the highest levels of cleanliness and hygiene in all areas of the department.
11. To regularly gain feedback from customers to develop and enhance service provision.
12. Be prepared to work within any of the Colleges outlets.
13. Any other duties commensurate with the level of the post, which may be required from time to time.
14. Responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Senior Chef Manager
Department	Food and Catering Services

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. English and Mathematics at level 2 or above	A / C
D	Q2. Relevant technical professional level 2 qualification	A / C
E	Q3. Level 2 Food safety certificate	A / C
D	Q4. Specialist qualifications that may support the application	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Relevant up to date knowledge of catering and hospitality	I
E	EK2. Relevant experience, knowledge and understanding of cooking in the catering & hospitality sector	A / I
D	EK3. Experience of working positively with young people and adults	I

D	EK4. Experience of managing within a refectory/canteen facility, preferably working across a number of outlets	A / I
E	EK5. Experience of producing a range of food types in a commercial kitchen environment	I
E	EK6. Experience of managing a team and supporting them with training and development opportunities	A / I
E	EK7. Experience in managing food costs and understanding GP margins	A / I
E	EK8. Ability to follow Food Hygiene systems and monitor due diligence records	A / I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Professional and Technical Knowledge Has full command and use of relevant professional / technical knowledge and job-related knowledge and skills.	I
E	SC2. Interpersonal and Communication skills. Relates effectively to others, both one to one and in teams, able to manage a team	I
E	SC3. Customer service skills Able to effectively and positively deal with customers and increase sales through effective retailing.	I
E	SC4. Critical Thinking Ability to make sense of complex issues, identify and solve problems and to think on one's feet.	I
E	SC5. Self-management and learning Ability to maintain appropriately directed energy and stamina, to exercise self-control and to learn new behaviours	I
E	SC6. Enduring Resilience Continually exuding optimism and a 'can do' attitude	I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment

E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I