

<b>Group Member:</b>		Luminate Group Services	
<b>Job Title:</b>		Senior Chef Manager	
<b>Reports to:</b>		Deputy Head of Food & Catering Services	
<b>Job Grade</b>	LEG D	<b>Department</b>	Retail Operations

### SPECIFIC ROLE RESPONSIBILITIES:

1. To effectively manage the 2 onsite cafes delivering an excellent high-quality service.
2. To cook and prepare meals and snacks for the cafés, ensuring menus are innovative and nutritious, current and meets 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. To provide catering for functions, meetings and events.
5. Motivate and train the team of food service assistants to ensure they provide a high-quality service for our customers & students.
6. To accurately account for the receiving, recording and storing of monies.
7. To accurately record purchasing invoices and manage stock to achieve the budgeted GP.
8. To support other chef managers and staff within the department working at different sites.
9. Responsible for the catering team and manage any staffing issues effectively.
10. To ensure all due diligence, HACCP and allergen legislation & food safety training is adhered too at all times.
11. To maintain the highest levels of cleanliness and hygiene in all areas of the department.
12. To regularly gain feedback from customers to develop and enhance service provision.
13. Be prepared to work within any of the Colleges outlets.
14. Any other duties commensurate with the level of the post, which may be required from time to time.
15. Responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.
16. Ability to participate in evening/weekend work as required.
17. Any other duties that are specific to the department.
18. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

## 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 Luminare Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

### **Ownership**

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

### **Collaborative**

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

### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

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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

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. Level 2 Food safety certificate	A / C
D	Q2. English and Mathematics at level 2 or above	A / C
D	Q3. Relevant technical professional level 2 qualification	A / C
D	Q4. Specialist qualifications that may support the application	A / C

<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
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

E	EK3. Experience of producing a range of food types in a commercial kitchen environment	I
E	EK4. Experience of managing a team and supporting them with training and development opportunities	A / I
E	EK5. Experience in managing food costs and understanding GP margins	A / I
E	EK6. Ability to follow Food Hygiene systems and monitor due diligence records	A / I
D	EK7. Experience of working positively with young people and adults	I
D	EK8. Experience of managing within a refectory/canteen facility, preferably working across a number of outlets	A / I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	<b>SC1. Professional and Technical Knowledge</b> Has full command and use of relevant professional/technical knowledge and job-related knowledge and skills.	I
E	<b>SC2. Interpersonal and Communication skills.</b> Relates effectively to others, both one to one and in teams, able to manage a team	I
E	<b>SC3. Customer service skills</b> Able to effectively and positively deal with customers and increase sales through effective retailing.	I
E	<b>SC4. Critical Thinking</b> Ability to make sense of complex issues, identify and solve problems and to think on one's feet.	I
E	<b>SC5. Self-management and learning</b>	I

	Ability to maintain appropriately directed energy and stamina, to exercise self-control and to learn new behaviours	
E	<b>SC6. Enduring Resilience</b> 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