

JOB DESCRIPTION

Job Title
Deputy Kitchen Coordinator
Salary Range
2-2 (Grade B)
Line Manager
Headteacher
Base Location
School
Line Management Responsibility
None
Purpose of Role
<ul style="list-style-type: none"> To undertake the preparation, cooking and service of food and other related duties, as directed by the Kitchen Coordinator/SLT.
Key Accountabilities
<ul style="list-style-type: none"> Support with the preparation of food received from suppliers taking into account dietary needs of pupils, varied cultural and religious backgrounds. Ensure there is no cross-contamination for pupils on a special diet. Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times. Prepare and cook food in the kitchen, such as accompaniments, as per the menu and decant food before cooking in the oven. Ensure food is at the appropriate temperature before this is served to pupils. Prepare serving trays and cups for pupils.

<ul style="list-style-type: none"> • Support the kitchen coordinator with ordering food and other commodities from designated suppliers and ensure hygienic storage in accordance with domestic and catering standards. • Support with the training of other catering/kitchen staff including induction, basic skills and support with on-going training of individuals as and when required. • Delegate tasks to other catering/kitchen staff as and when required. • Support the kitchen coordinator with ensuring menu choices are categorised to support with serving meals during lunch. • Will act as kitchen coordinator during periods of absence.
Knowledge and Experience
<ul style="list-style-type: none"> • Knowledge of a range of techniques, procedures and practices for preparing, cooking and serving food, relevant to hygiene requirements. • Food hygiene certificate. • Working at or towards national occupational standards (NOS) for catering and knowledge / skills equivalent to current national qualifications level 2 – Gained through formal training or equivalent or on the job Knowledge and skills equivalent to national qualifications level 2 in catering
Personal Qualities
<ul style="list-style-type: none"> • Can effectively communicate with other kitchen staff, School staff and external organisation's (e.g. food suppliers) on issues such as ordering of goods from suppliers • Can motivate and support with training catering/kitchen staff. • Has the ability to stand for long periods of time whilst preparing, cooking and serving food. Will also require the ability to carry weights such as saucepans and food containers. • A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church
Expected Outcomes
<ul style="list-style-type: none"> • Assist with the day to day running of the kitchen. • Reconcile deliveries against delivery notes. • Appropriately use kitchen equipment i.e. knives for preparation and cooking food

- Effectively work under the direction of the Kitchen Coordinator/SLT
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.