



 Kitchen Manager

Reporting to: Head of Catering

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated and capable staff who have initiative, empathy, a good sense of humour and professional behaviour to achieve the Schools objectives.

Why your role matters:

This position has primary responsibility for ensuring hygiene and sanitation standards are maintained, goods and products are ordered, handled and prepared as required, and food is prepared and served in a safe and hygienic manner. Adequate inventory is available for production, menu products meet or exceed quality standards, waste is minimised, and kitchen employees are productive.

What you have to do to succeed:

- Train and/or demonstrate to lower level employees the correct procedure for tasks
 - Provide support to the Head of Catering in all areas of kitchen operation
 - Preparation and cooking of food with minimal instruction required
 - Exercise substantial responsibility, independent initiative and judgement, and strong problem solving
 - Support the highest level of customer service, interact with all guests in a helpful, respectful and friendly manner
 - Determine work plans for other employees and maintain or implement productive work plans
 - Ensure all Workplace Health and Safety and Food Safety requirements are met
 - Determine volumes of food to be ordered for the kitchen and place orders with suppliers
 - Quality and quantity control of food
 - Effective waste management
 - Ensure deliveries are receipted, stored in their designated area and rotated in the proper manner
 - Manage and direct meal services
 - Ensure proper use of chemical/cleaning products and ensure chemicals are stored appropriately and securely
 - Ensure cleaning of the kitchen and dining areas in accordance with the cleaning schedule
 - To assist with functions which may be outside of normal working hours
 - Create/amend menus and recipes to meet dietary, quality and budget requirements
 - Report to the Head of Catering on any anomalies you encounter in your day to day tasks
 - Undertake any reasonable additional tasks as directed by the Head of Catering
 - Use professional judgement to solve problems or escalate issues when there are no clear methods or procedures in place for doing so.
 - Deliver specific objectives as agreed with the Head of Catering to achieve the values, goals and strategies of the School.
 - Ensure compliance with the School's Code of Conduct and all other internal policies and procedures.
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What do you need to succeed?

- School Certificate or higher
- A trade qualification
- Strong leadership and supervisory skills
- Previous experience as a Head Chef or Kitchen Manager in a kitchen
- Strong literacy and numeracy skills
- Physically fit, able to lift 15kg and spend the majority of shift standing and walking
- Competent level of Excel/Word/Outlook and other computer applications
- Good listening and communicating skills
- A valid Working With Children Certificate
- A current Food Safety Supervisor certificate