



# GATEWAY SCHOOL

## GREAT MISSENDEN

### **Job description – Kitchen Assistant Manager**

Reporting to: Chef Manager

#### **The Kitchen Assistant Manager should:**

##### **Hygiene, Health and Safety**

- Maintain all hygiene, health and safety standards in receipt, storage and food production
- Ensure all goods are received, stored and handled in line with regulations
- Supervise, monitor and where appropriate, assist in development of kitchen staff
- Ensure kitchen staff comply within the food production and storage areas
- Identify any breaches of hygiene, health and safety requirements and rectify
- Report any shortfalls to the Chef Manager/Facilities Officer

##### **Duties In the absence of the Chef Manager**

- Ordering, receipt and storage of goods
  - Ensure all goods are ordered, received and stored as required, so that adequate stock is available, minimizing excess stock and wastage
  - Ensure all goods received are checked to comply with the goods received procedure
  - Ensure all storage areas are kept in good order with rotation of stock
  - Carry out stock takes of storeroom, refrigerators, freezers as required

##### **Food production**

- Ensure food is produced to a high standard and in accordance with the menu plan
- Adhere to set service times
- Ensure all work is carried out in a tidy, orderly manner and work areas are left clean and tidy at the end of the day
- Ensure all documentation is completed as required during the work period

##### **Other duties included**

- Providing lunch for staff on inset days
- Providing refreshments for guests at school functions such as Open Mornings, Leavers Events, Curriculum Evenings, School Productions, Music Teas
- To carry out other responsibilities as may be reasonably requested