

Army Cadet Force Association Job Description

Job Title:	Kitchen Manager	Position Type:	Fixed term - 2 Years
Department:	Cadet Training Centre	Level/Salary:	Band B1 / £25,364.85
Responsible for:	Provision of Catering Services	Travel Required:	No
Reporting to:	QM Cadet Training Centre	Closing Date:	
Location:	Cadet Training Centre, Frimley Park, Frimley Road, CAMBERLEY, Surrey GU16 7HD		

Job Description

Purpose of the Post:

The Cadet Training Centre, Frimley Park is the National Training Centre for the Combined Cadet Force and the Army Cadet Force. The majority of instruction is carried out for students from these organisations attending week long residential courses. Courses normally assemble mid Sunday afternoon and disperse PM Fridays. There are in addition 10-12 weekend conferences scheduled throughout the year.

The Lead Chef is directly responsible to the Quartermaster for the provision of catering support, kitchen hygiene and food safety and the management of the house steward staff.

Principal Responsibilities:

- Management of a single kitchen with a team of Chefs and Assistants or Kitchen Porters
- Line management of a team of stewards and support staff
- Ensure tasks are appropriately allocated so teams are fully utilised and food preparation activities are delivered using standard recipes and in line with site standards
- Responsible for ensuring efficient execution and delivery of all food line products in line with the daily menu cycle
- Maintain integrity of the agreed site food offer; responsible for maintaining food quality and integrity of items at all times
- Accountable for stock flow and rotation of product within the unit
- Responsible for all menu planning;
 - Daily
 - Dinner nights
 - Mess functions
- Daily and monthly accounts
- Overall accountability for the performance of the Food Preparation team, including performance monitoring, record keeping, recruitment and development and yearly food hygiene certification
- Lead the team to use best practice Food Production techniques using in service systems and standards.
- Determine the food offer to ensure it meets customer demands



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Holderness House
51-61 Clifton Street
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- Handle customer comments and complaints
- Maintain communication with all team members and third parties as required e.g. client contacts
- Ensure team meetings and daily briefings take place for all food items, necessary information and any critical updates in partnership with the Site Manager and RSM
- Direct and coach team members to learn procedures and standards for all kitchen tasks, ensuring all training and development needs are met
- Ensure complete compliance with food safety and health and safety legislation
- Manage incidents, near misses and health & safety issues
- Ensure shift opening and closing checklists are maintained
- Maintain good working relationships with all members of the team
- Performance monitoring, record keeping, recruitment and development for direct reports

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> ▪ NVQ Level 3 – Culinary or equivalent ▪ Food Hygiene Certificate – Level 3 (intermediate) 	<ul style="list-style-type: none"> ▪ Good general education 	Application form, interview, certificates
Experience and knowledge	<ul style="list-style-type: none"> ▪ At least four years experience as a qualified chef. ▪ 	<ul style="list-style-type: none"> ▪ Previous experience managing a team of chefs in a busy kitchen environment ▪ Previous experience in a client facing role or retail branded environment 	Application form, interview, references
Skills and ability	<ul style="list-style-type: none"> ▪ PC skills (Word, Excel). ▪ Passion for food, customer focused and a strong communicator ▪ A natural problem solver ▪ Effective team builder, team builder and manager ▪ Ownership and accountability ▪ Positive attitude and enthusiastic ▪ Able to prioritize and delegate, cooperative and supportive of others 		Application form, interview, references

