



Job Description – Lunch Manager 2024

Job Title	Lunch Manager
Form of employment	Part-time, permanent
Hours of work	25 hours per week, term time only
Location of work	40 Tabard Street
Responsible to	Head Teacher
Line Manager	Development Director

ROLES AND RESPONSIBILITIES

The School

London Christian School is a thriving co-educational independent primary school in central London that seeks to offer an excellent Christian education for children of any faith. It has a community feel and a very supportive parent body. Established in 2007 with four pupils, it has grown ever since and now stands at around 120.

We are non-selective at entry but have an outstanding record at 11+ and our children are offered places, often with scholarships, to leading London independent schools.

Most pupils join aged 3 or 4, but increasingly children are joining us at various stages further up the school. We are outgrowing our current premises and have recently bought the adjacent building, which is currently partly occupied by commercial tenants.

The Role

UKCS/LCS are looking for a part-time lunch manager, available around 25 hours a week, to manage and serve hot lunches (prepared offsite) Monday-Friday in term time, with minimal preparation (ordering of food) prior to term time.

It will be the Lunch Manager's responsibility to order the required type and number of dishes, manage the freezers, reheat and serve the food and to clean up after lunch sessions.

The Lunch Manager will be responsible for overseeing food safety, managing the kitchen and meal supplies, dealing with the parent ordering system, preparing for and cleaning up after lunch sessions.

We are keen to get exactly the right fit and there is some degree of flexibility. The successful applicant must be organised, hands on, practical, detail-oriented and willing to serve.

Previous experience within a food or school environment beneficial but not essential. Food Hygiene certificates desirable but not essential.

The post is available from August/September 2024.

The Lunch Manager's duties encompass:

**Ordering Food and Preparing the Menu**

Liaising with the meal provider as the type/number of dishes required
Managing delivery of the supply of meals required
Managing food storage according to date, type, allergies, etc.
Running the online parent ordering system
Adjusting the menu and supply levels as required

Managing the Kitchen

Managing the freezers and meal supplies
Managing the kitchen supplies, such as crockery and cutlery
Cleaning up (dishwashers available)
Managing food safety
Keeping food warm until served
Managing food usage, wastage and demand

Serving Food

Arriving mid-morning to organise and heat the food in the ovens
Making sure the dishes are ready to serve and crockery/cutlery are ready
Managing the meal service across 2-4 daily sessions
Ensuring the menu and orders align
Apportioning serves per person
Complying with known allergies and intolerances