



Chef Job Description

Role Purpose

- Provide a quality service to young people and staff within financial and operational guidelines and ensure that a high standard of kitchen hygiene is maintained whilst supervising Sous-Chefs and Kitchen Assistants.
- Provide workshops to young people and help develop in them a love for healthy eating.
- Help the school develop a community garden which will be used, partly, to source ingredients used in dishes prepared for our children.

Commitment to Diversity

- As a member of the Catering Team, to take individual and collective professional responsibility for championing the school's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Additionally, to commit to continually developing personal understanding of diversity.

Financial Dimensions

- The controlling and ordering of stock and food.

Key Areas for Decision Making

- Controlling the staffing levels to meet the needs of the service.
- The keeping of various stock and cash records related to the duties of the post.

Supervision and Staffing Duties

- Supervise kitchen staff.
- Plan and implement catering rotas.
- Assist with the recruitment and training of Sous-Chefs and Kitchen Assistants in good catering practice.
- Ensure that final paperwork at the end of term is up to date.

Catering Duties

- Design menus in line with the school's vision in terms of its ambitious catering standards.
- Menu planning to ensure that a balanced range of meals are available.
- Prepare, cook and serve meals and light snacks.
- Order supplies, check and record deliveries in order to control stock.
- Ensure statutory requirements with regard to food hygiene and health and safety are implemented.
- Promoting the catering service within the school and participating in special events.
- Communication with the school's administration staff, Lunchtime Supervisors and Head Teacher.

Data Protection

- Being aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

- Being expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the school's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are also internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

To contribute as an effective and collaborative member of the Catering Team

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the school.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on school policies and interventions.

PERSON SPECIFICATION

- Knowledge of basic food preparation including methods, portions, stock rotation and ordering.
- Ability to design seasonal menus.
- Ability to read and implement instructions, such as Health and safety and Food Hygiene regulations.
- Ability to handle cash using cash register and/or mental arithmetic to complete financial transaction forms.
- Able to use and clean machinery and light equipment.
- Demonstrate a willingness and enthusiasm for training and progression.
- Able to encourage children to select a balanced meal.
- Able to communicate with all kitchen, Academy staff and pupils.
- Able to train staff in basic kitchen and catering skills.
- Able to work on own and within a team.
- Able to lead and motivate staff.
- Display a commitment to the equalities policies of the school.
- Display and maintain a high standard of personal hygiene.
- Work effectively in a busy and hectic environment.
- Experience of catering.
- Previously managed or assisted in running own catering unit.
- Experience of training staff in basic kitchen skills.
- Willingness to undertake Basic Food Hygiene and Basic Health and Safety certificates within one year of appointment.