



## Job Description – Chef

*Please note that this non-contractual Job Description is not fully inclusive and tasks may change according to operational needs*

**Role Purpose.** To provide a professional food service for students, staff, functions and Hospitality so that the reputation of the School is enhanced by supervising & managing the catering, hospitality and vending requirements, adhering to minimum standards and company policies to keep the business efficient and on-target financially. To ensure the prompt and efficient operation of all services at the required times and to help maintain a clean and hygienic working environment which meets the School standards.

### **Line Management**

**Reports to:** Head Chef

**Key Interfaces:** Head Chef, School Operations Manager, Head, SLT

### **Duties and Responsibilities**

#### **Food Preparation**

- Produce, maintain and present high quality food in conjunction with the kitchen team
- Ensure individuals on special diets or with specific cultural needs are catered for by following set recipes and maintaining an awareness of the ingredients
- Apply batch cooking techniques to ensure fresh food throughout service periods
- Ensure that methods of food preparation, production & presentation comply with DfE School Food in England standards
- Ensure food is served at specified times in accordance with the agreed regime
- Ensure supplies are sourced from the School's nominated supplier list
- Maintain suitable levels of food and consumable stocks

#### **Kitchen Safety & Cleanliness**

- Maintain standards of hygiene and safety and take any necessary corrective action
- Complete and maintain up to date all Health & Safety documentation in line with the School's 'safe working' systems – H&S, HCCAP, COSHH, allergen management and food safety
- Ensure correct use, maintenance and cleaning of equipment; using equipment as instructed through relevant training and observing all safe practices, so that accidents are avoided
- Attend to and take all necessary action, statutory or otherwise, in the event of fire, theft, lost property, damage, unfit food or other irregularities
- Report equipment repair and maintenance requirements
- Ensure you wear the correct standard of and appropriate PPE
- Adhere to procedures for the reporting of accidents and incidents (including environmental incidents)

#### **Client/Customer relationships**

- Implement appropriate portion control methods for pupils aged 3-18 years
- Actively promote the catering service, including theme days and regular promotions
- Build and maintain effective relationships at all appropriate levels within the School

- Communicate all complaints in an appropriate and timely manner

### **Inventory/Purchasing/Finance**

- Help to ensure budgeted cost targets are achieved
- Help to monitor and control production costs and per head costs in line with budgetary expectations
- Help to ensure wastage costs stay within agreed levels and do not negatively impact on the budget
- Monitor stock levels to ensure provision is made for replacement and to minimise waste
- Ensure all deliveries are received and recorded
- Follow all rules and regulations as set out in the staff handbook

### **Security**

- Take all necessary steps to ensure the security of the kitchen, stores, office space, monies and other resources either belonging to or under the control of Saint Felix School

### **Events**

- To prepare and assist at any special function which, on occasions, will be outside of normal working hours.
- Lettings – be prepared to cater for lettings both in term time and during holidays

### **General**

- The duties in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post
- Contribute to the overall development of Saint Felix School strategies and plans
- Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work
- Attend meetings, conferences and training courses as requested
- The post holder is required to undertake these duties in compliance with all company policies
- Undertake any other responsibilities as may reasonably be required from time to time
- To assist in other units as may be required in an emergency

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Designated Safeguarding Lead.

This non-contractual job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.

## Person Specification

Requirement	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<p>City and Guilds 706/1&amp;2 or NVQ equivalent</p> <p>Food hygiene certificate Level 2</p>	Food hygiene certificate level 3	Application
<b>Experience</b>	<p>Minimum of 3 years as a Chef of large operation</p> <p>Experience of managing kitchen staff</p>		Application Interview
<b>Skills and knowledge</b>	<p>Creative culinary skills</p> <p>Excellent people skills, able to in a team</p> <p>Effective verbal and written communication skills and an ability to communicate clearly with a range of people from diverse backgrounds</p>	<p>Current Health &amp; Safety legislation</p> <p>Proficient in the use of IT Systems including Microsoft Office packages</p>	Application Interview
<b>Attributes</b>	<p>Ability to work in a pressure environment</p> <p>Passion about food &amp; customer service</p> <p>Tidy &amp; neat appearance</p> <p>Innovative</p> <p>Willingness to go the extra mile</p>		Application Interview
<b>Other</b>	There is an expectation that there will be occasional out of school hours attendance		