

Job Description

Role	School Chef
Job Purpose	<p>To ensure the provision of a high standard of hospitality and school meals to pupils, staff, parents and visitors, within defined budgetary limits, in a professional manner. Ensuring a healthy, balanced and informed food choice is available to guide pupils through their most influential years up to adulthood.</p> <p>This role will be a split between the managerial side of planning, ordering, H&S requirements and other leaderships tasks, and hands on kitchen activities.</p>
Accountable to:	Catering and Cleaning Manager
Responsible for:	Supervision of the Catering team
Accountabilities	<p>1. Operation of the hospitality and school meal function</p> <ul style="list-style-type: none"> a. Plan termly seasonal menus to provide for healthy eating and meet recommended nutritional requirements, making provision for special dietary requirements and allergies. b. Ensure that hospitality and school meals are planned, prepared, cooked and served ensuring that excellent quality is consistently provided, portion control is observed, and that all food is stored, handled, prepared, processed, cooked and served in accordance with the highest standards of food hygiene at all times. c. Co-ordinate and supervise all school hospitality events including after-school events, liaising with the Catering and Cleaning Manager, Head, and relevant school staff as appropriate. d. Implement stock control and purchasing procedures to ensure all stock levels are at a minimum, stock is rotated and stored properly and legally. e. Ensure that kitchen equipment is kept clean, operational, and maintained in a safe working condition through a specified programme of regular inspection and planned maintenance. f. Monitor and evaluate all suppliers to include assessing for best value, quality audits and delivery service, raising with the Catering and Cleaning Manager when service levels are not at the required level. <p>2. Leadership and management</p> <ul style="list-style-type: none"> g. Be the primary point of contact for the team and assist the Catering and Cleaning Manager as required to induct, develop, deploy, and motivate hospitality staff to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained. h. Regularly review own practice and take responsibility for updating own skills and knowledge. i. Organise rotas and daily routines to ensure that the hospitality service is provided consistently, and in accordance with agreed service requirements enabling the catering operation to run smoothly.

- j. Liaise effectively with the Catering team to establish good communication, share best practice and ensure the department always delivers the required level of service.
- k. Ensure all catering staff related issues are notified in a timely manner to the Catering and Cleaning Manager.
- l. Support the Catering and Cleaning Manager in the development of the hospitality function ensuring that all new innovations are to the benefit of the health and well-being of the pupils and promote a healthy, well-balanced lifestyle.
- m. Assist the Catering and Cleaning Manager in the annual appraisals for the team, identifying areas for improvement, setting new targets and formulating training plans to improve skills.

3. Finance

- a. Ensure evidence of catering financial best practice is in place and being followed, such as recipe costings, cost per head calculations, wastage monitoring, minimum monthly stock-takes.
- b. When required, support the Catering and Cleaning Manager with the collection and analysis of data to assist with producing the budget for Catering including pre-costing the provision of food including for after school events.
- c. Support the administration of the cashless catering system by ensuring that the cash machine is emptied and cashed up at the end of each day.
- d. Provide the Finance Office with the monthly costings for staff meals and school events for the purpose of month end procedures by the Finance Office.

4. Communications and marketing

- a. Build effective relationships and provide a courteous, friendly service to all customers both internal and external.
- b. Ensure all products and meals are displayed and served to the customer in an attractive and appetising way.
- c. Support a positive image of the school by ensuring the Catering team produces well-presented, quality refreshments for all events.

5. Health, Safety & Legislative requirements

- d. In conjunction with the Catering and Cleaning Manager, ensure formal training is completed by all catering staff and they understand the importance of complying with legislation in relation to HACCP, Food Safety, Health and Safety, allergen legislation and COSHH.
- e. Ensure staff are instructed and trained in the correct and safe operation of all kitchen equipment.
- f. Ensure that a daily Health & Safety briefing is held before service starts with the whole catering team with a focus on what issues there may be

	<p>that could impact the output of the catering service.</p> <p>g. Support the Catering and Cleaning Manager to ensure that risk assessments and hazard analysis is carried out for all catering tasks and ensure that any accidents are recorded in Sphera.</p> <p>h. Be the first point of contact for the Environmental Health Office, auditors and all necessary trades people and contractors.</p> <p>i. Ensure that food hygiene requirements are always adhered to so that the kitchen meets the standards required to maintain a Level 5 rating on Food Hygiene.</p> <p>j. Establish a comprehensive cleaning programme to ensure that all catering areas and ancillary rooms, and all equipment and machinery are maintained in a clean, hygienic and safe condition throughout and at the end of each working day, with regular deep cleaning each term.</p>
<p>General requirements</p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> • Be aware of the four GDST principles (Girls first, We are fearless, We are forward thinking, We are family) and ensure that these are evident in your ways of working. • Work towards and support the school vision and the current school objectives outlined in the School Development Plan. • Contribute to the school's programme of extra-curricular activities. • Support and contribute to the school's responsibility for safeguarding students. • Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors. • Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the performance review process. • Adhere to policies as set out in the GDST Council Regulations, myGDST and GDST circulars. • Undertake other reasonable duties related to the job purpose required from time to time.
<p>Review and Amendment</p>	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

PERSON SPECIFICATION

Skills Required	
Experience of techniques, procedures & practices for preparing, cooking & serving food	Essential
Ability to work effectively both in a team and on own initiative	Essential
Ability to train and manage the workload of others	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents and colleagues	Essential
Excellent organisational skills including time management in order to meet deadlines and ability to prioritise and organise own workload and that of the team	Essential
IT skills sufficient to undertake online training, maintain records, send and receive messages e.g. working knowledge of Microsoft Office Outlook e-mail, Word and Excel	Essential
Knowledge Base	
Knowledge of relevant health and safety requirements, in particular food hygiene	Essential
Knowledge of menu planning and costing, nutrition and healthy eating	Essential
Understanding of child safeguarding	Desirable
Qualifications / attainment	
Catering qualification (NVQ Level 2 in Catering)	Essential
Food Hygiene Certificate	Essential
Allergen awareness (Level 2)	Essential
Experience	
Experience of managing commercial catering at scale, including functions	Essential
Experience of supervising staff	Essential
Experience of working within a busy environment	Desirable
Attitude / approach	
Honesty and integrity	Essential
Professional and approachable attitude	Essential
Self-motivated with a positive 'can do' approach to work	Essential
Reliable	Essential
Well presented	Essential
Flexible over working hours according to the needs of the school	Essential
An enjoyment of working with and being in the company of children	Essential