

## **BREAKFAST CHEF/STORES MANAGER**

### **Introduction**

Concord College is England's premier international boarding school providing GCSE and A level courses. Set in 77 acres of Shropshire parkland, the College combines outstanding facilities with first-rate academic performance. The College is regularly rated in the top 20 schools in the UK. We also run our own residential summer course programme during the months of July and August. Students are cared for by dedicated staff in a safe and beautiful environment.

The post holder will be expected to contribute to and promote the College's ethos of dedication, decency, trust and mutual respect.

**Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is required including checks with past employers and the Disclosure and Barring Service.**

### **The Department**

The College prides itself on its high standard of catering and hygiene. Three meals each day are served seven days per week and College functions are also catered for. The majority of catering is done using high quality fresh ingredients and as a wealth of nationalities are catered for, menus have to be varied and interesting. We expect our chefs to be innovative, possess flair and imagination, and be able to work as part of a team as well as on their own initiative. The College serves approximately 540 students plus 220 staff providing a cooked breakfast, a three course lunch and a three course supper. Service includes a variety of hot meals, a delicatessen bar and sandwiches.

### **The Role**

Chefs report to the Assistant Head Chefs and take direction from the Executive Chef Manager. The post holder will be fully conversant with food hygiene regulations and have sufficient experience in the presentation of all types of food to enable you to complement our existing team. You will be required to perform whatever duties are necessary to ensure the highest standards in the preparation and presentation of food.

Duties will include:

- the safe handling of both cooked and uncooked foodstuffs;
- safe storage of the above;
- recording food temperatures on the relevant HACCP sheets;
- preparing breakfast for service each morning to the required visual and taste standards and within required timeframes, working from a weekly menu;
- clearing away breakfast foodstuffs and storing any unused products correctly and safely;
- supporting chefs during the lunch service with the presenting of hot food;
- monitoring and replenishing the hot food serveries during the lunch service;
- receiving all wet and dry food deliveries and recording temperatures of all deliveries on the relevant HACCP sheets;
- checking the accuracy of deliveries against delivery notes, order forms and food production sheets;
- dealing with the return of any goods which do not accord with the required standards;

- storing stock correctly and rotating stock in accordance with dates;
- undertaking weekly stock takes;
- cleaning the main fridges and freezers daily and the dry stores weekly and ensuring that all areas are tidy;
- carrying out tasks in compliance with statutory Health and Safety and Food Hygiene regulations;
- cleanliness, proper handling and maintenance of kitchen equipment, utensils and work areas
- wash-up duties, if necessary, in support of the team during busy times/staff shortages
- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection and reporting any concerns;
- any other task deemed necessary by the Assistant Head Chefs or the Executive Chef Manager.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College. However, duties will not be assigned which the post holder cannot reasonably perform or which fall outside the range of his/her normal skills and experience.

### **Qualifications**

Basic Food Hygiene certificate as minimum

Culinary training or extensive cooking/food preparation experience within a professional kitchen

### **Skills and experience:**

- effective communication skills
- experience in the preparation and presentation of all food types
- fully conversant with Food Hygiene regulations

### **Personal attributes:**

- team player
- ability to work on own initiative
- works well under pressure and to set timeframes
- organised
- accurate with good attention to detail

### **Working Hours**

6.30am – 2.30pm Monday to Friday with two 15-minute tea breaks and one 30 minute lunch break (total 35 hours per week).

Term time only

RCP/SP/Nov 17