# **Dragonfly Education Trust**

**Job Description**

**Job Title** Head Chef, St Nicholas Primary School

**Reports to** Catering Manager

**Grade ‘**O’

**Job Purpose** To contribute to the development and delivery of a catering strategy that meets the needs of the Trust. To manage the catering service, to supervise catering staff and provide healthy school meals on a daily basis.

**Principal Accountabilities**

* Assist with the development and delivery of a catering strategy.
* Prepare, cook and produce an imaginative range of nutritionally-balanced dishes in line with the commitment to the Food for Life Partnership Scheme.
* Assist with menu planning, portion control and nutrition analysis. To include the provision of special catering needs i.e. dietary and preferences of service users
* Manage or provide assistance to internal and external commercial catering events.
* Manage the catering service for St Nicholas Primary School
* Supervise the catering staff
* Undertake the organisation and supervision of food service areas
* Manage the cashless catering and taking appropriate readings immediately at the end of service
* Manage health and safety on a daily basis to ensure that it satisfies statutory requirements ie) COSHH and HACCCP
* Ensure adequate stocks and supplies are maintained, rotated and recorded.
* To contribute to the development of the catering staff both in terms of services provided and objective setting ensuring maximum effectiveness and efficiency at all times.
* To work at any other catering unit, within a reasonable travelling distance if necessary.
* To work within statutory guidelines and the Trust’s financial budget.

### General

* Manage workload to meet deadlines
* Develop and maintain professional relationships with internal colleagues and external clients
* Actively engage in the school’s appraisal process
* To attend all department meetings and relevant staff meetings
* Attend all training courses as directed by the Line Manager
* Maintain discretionary confidentiality according to organisation and legal requirements
* Contribute to the protection of children as appropriate, in accordance with any agreed policies and guidelines, and to report any issues or concerns
* Play an active and positive role in the life of the school, sharing its aims and objectives
* Promote equal opportunities and diversity

**Physical Effort**

At certain points of the day the postholder will be expected to undertake bending and lifting in the course of their duties e.g. lifting trays of food in and out of the oven and to the service area, moving food stores following deliveries.

**Working Environment**

The postholder will be exposed to heat and steam during cooking periods.

Protective clothing must be worn at all times.  Protective headgear need only be worn if working in the kitchen and service area.

This list is intended as a guide and is not exhaustive. The post holder is expected to be flexible and adaptable. This job description may be reviewed from time to time and amended after discussion with the post holder.  It does not form part of the written particulars of employment of the post holder.

**Dragonfly Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure Barring Service Certificate is required for this post prior to commencement.**

**Person Specification**

It is expected that the post holder will possess the following attributes:

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| E/D = Essential/Desirable |

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| --- | --- |
| Working at Head Chef level with a minimum of 2 years’ experience | E |
| Hold relevant catering qualifications (City and Guilds 706/1 & 2 or NVQ Level 2 or 3) | D |
| Hold a valid food hygiene certificate | D |
| Good general education including English and Mathematics to GCSE Level or equivalent | D |
| Experience of a similar role in a school or worked in an educational environment | D |
| Up to date knowledge of Health and Safety pertaining to catering, including COSHH | E |
| Have a strong knowledge of nutrition and dietary requirements | E |
| Can carry out risk assessments and use safe working procedures | E |
| Efficient stock control management | E |
| Be financially aware with the ability to manage budgets and costs | E |
| Commitment to high standards | E |
| Excellent communication and organisational skills | E |
| Can successfully supervise a team | E |
| Can identify strengths and weaknesses in the team |  |
| Approachable manner | E |
| Extremely well-organised | E |
| Resilient and calm under pressure |  |
| Ability to undertake bending and lifting in the course of duties e.g. lifting trays of food in and out of oven and the service area, moving food stores following deliveries and moving tables, chairs and trolleys. | E |
| Develops good working relationships with the wider School community | E |
| Communicates well with children and young people and in particular be prepared to demonstrate:   * Ability to form and maintain appropriate relationships and personal boundaries with children and young people * Professional attitudes to use of authority and maintaining discipline * Understanding of safeguarding and promoting the welfare of young people | E |
| Commitment to the ethos and vision of the School | E |