

# WARWICK INDEPENDENT SCHOOLS FOUNDATION



Warwick  
Preparatory  
School



King's  
High  
WARWICK



Warwick  
School

## JOB DESCRIPTION

<b>Post Title</b>	<b>Head Chef</b>
<b>Hours/Weeks per year</b>	Term time: 37 hours per week 36 weeks a year School Holidays : 20 hours a week 3 weeks a year
<b>Salary Point</b>	WISF point 22 (£22,563 pro-rata) with progression to point 25 (£24,803 pro-rata) Actual salary £19,118-£21,016 per annum
<b>Emphasis</b>	Catering
<b>Line managed by</b>	Catering Manager (King's High School)
<b>Location</b>	Warwick Preparatory School
<b>Start Date:</b>	1 September 2017
<b>Purpose of this Job Description:</b> The Foundation considers this document as a "snapshot" of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.	

### Key accountabilities:

To manage catering service at Warwick Preparatory School catering service to ensure high standards of provision and compliance with regulatory and legislative requirements.

### Responsibilities:

- To maintain the highest standards of food safety and hygiene within all aspects of the Catering department; supervising food preparation, cooking and serving techniques to ensure compliance with legislation/regulations
- In conjunction with the Catering Manager, to plan menus to meet the requirement for health and nutritional meals and provide an appropriate variety and interest, whilst adhering to best advice for nutritional standards.
- To ensure that all food provided is of a high standard and well presented, for both daily meals and functions, and is available in sufficient quantity when required.
- To be responsible for the correct ordering and control of stock and provisions; identifying and selecting providers who can reliably provide quality produce within budget.
- To cater for children/adults with special diets, ensuring appropriate controls are in place to ensure this is met
- To ensure the provision of out of hours catering requirements as required by the School, with appropriate staffing in place.
- To monitor, control and recycle wastage where appropriate
- To ensure all equipment is working effectively and is serviced/repaired as required so the team can work effectively
- To ensure that the kitchen is cleaned and maintained to high standards as determined by Food Standard Agency
- To carry out and review regularly Risk Assessments, Hazard Analysis and Safe Systems at Work, implementing any improvements as required
- In conjunction with the Catering Manager, to recruit, manage, support, train, develop, motivate and regularly appraise the catering team to build a strong and cohesive team.
- To liaise with the Catering Manager to ensure any staffing concerns or any issues which could be detrimental to the provision of service are addressed promptly and effectively

- To control and monitor the catering budgets, within the agreed parameters; liaising with the Catering Manager in preparing annual budgets as required
- To liaise with other Foundation catering departments in the interest of continuity of service, value for money and developing partnerships.
- Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the Catering Manager

### **Safeguarding and Protection of Children and Young Persons**

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

### **Health and Safety:**

As an employee you are expected to:

1. to take reasonable care of your own health and safety
2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
4. not to interfere with or misuse anything that's been provided for your health, safety or welfare
5. to report any injuries, strains or illnesses you suffer as a result of doing your job
6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

	Person Specification	
	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Professional Catering Qualifications to at least NVQ3 or City and Guilds equivalent</li> <li>Minimum GCSE grade C or equivalent in Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>Relevant trade qualifications in catering and hospitality</li> <li>Relevant management qualification</li> <li>Trainer Skills certificate or equivalent.</li> </ul>
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>Experience of working in a Catering environment, at a similar level, where initiative and self-discipline is a requirement</li> <li>At least 3 years' experience of managing/leading a team within a kitchen environment</li> <li>Currently a Head Chef responsible for a large team, who offer a variety of catering options on a daily basis</li> <li>Detailed knowledge and application of health and safety principles within a catering environment</li> <li>Detailed knowledge and application of Nutritional Guidelines within schools</li> <li>Butchery and patisseries knowledge</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Experience of working as a Catering Manager or similar</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>Excellent culinary skills, with ability to cook to a very high standard</li> <li>Strong team leadership skills</li> <li>IT Skills, including (Word, Excel, Outlook) and producing/printing high quality menus</li> <li>Budgeting and analysis skills</li> <li>Procurement and negotiating</li> <li>Able to train and mentor staff</li> <li>Self-motivated</li> <li>Uses initiative to determine what is required</li> <li>Excellent communication skills, both written and verbal, that allows effective communication at all levels of the school: staff, governors, pupils, contractors and visitors to the school</li> <li>Excellent customer service skills</li> <li>Working well under pressure</li> </ul>	Able to have difficult conversation with staff who need to be developed
<b>Aptitude</b>	<ul style="list-style-type: none"> <li>Knowledgeable and articulate, with a friendly manner</li> <li>Clean and tidy appearance</li> <li>Demonstrates a co-operative, reliable and "can do" attitude</li> <li>Demonstrates an aptitude and acceptance of working within an environment that has numerous interruptions and changing workload.</li> <li>Demonstrates an understanding of the working environment, with young children and sympathetic to the ethos, aims and expectations of the School.</li> </ul>	

<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• Understands their role in the context of safeguarding children, young people and vulnerable adults</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Understanding of the requirements of Equality and Diversity</li> </ul>	

<p><b>Declaration</b></p> <p>I have received a copy of this job description and undertake to carry out the duties as described.</p> <p>Employee Signature ..... Date .....</p> <p>Print name .....</p>	
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