

HEAD CHEF

To lead, innovate, motivate and work with a team whose aim is to serve fresh, interesting and nutritious school meals within budget which meet Government and the School's standards at all times.

To have high aspirations for the future of food at School and to stay committed to growth and development within yourself and your team.

Food Preparation, Quality & Standards

To lead and work as part of a team preparing fresh food to meet the specified standards.

To prepare meals in accordance with an agreed seasonal 3 week menu cycle and to change this in accordance with the school food standards and allowing for allergen issues, ensuring full adherence to recipes, food presentation standards and portion control.

To understand the needs of those pupils with special dietary requirements and ensure they are catered for.

To work to deadlines to ensure meals are served promptly.

To ensure that meals are presented and served in an attractive way.

To ensure that work is carried out hygienically, safely and tidily and at all times within the prevailing legislative framework.

To help promote school lunches and uptake through taster days, parent events, newsletters, theme days and other events and methods.

To support the School's emphasis on pupils' health and well-being. To support on projects such as an herb garden on the school site and food recycling projects

On occasion, and with agreement, to lead on food preparation for special events, which may be outside normal hours.

To make regular contributions to breakfast club food and after school food provision within reasonable time constraints

Administration

To be responsible for the financial and administrative tasks associated with ordering food and sundries, including checking delivery notes and invoices.

To monitor, control and reduce waste and make recommendations to the Operations Manager for menu adjustments.

To provide management information including the breakdown of meal numbers and meal costs on a weekly basis and on request.

To record and monitor staff attendance and absences.

To conduct stock takes on a monthly basis and on request.

To report any complaints or incidents to the Operations Manager or Headteachers.

Health & Safety

To ensure that policies and procedures with regard to health and safety and hygiene are understood by all kitchen staff and adhered to at all times.

To ensure cleaning schedules are carried out.

To ensure all kitchen staff wear the correct uniform at all times.

To ensure all kitchen equipment is maintained in good condition and any faults are reported to the School and the Operations Manager.

Management

To ensure there are sufficient staff at all times and to arrange appropriate cover where necessary and authorised.

To ensure all staff are trained in health, safety and hygiene.

To ensure all staff are inducted, including fire evacuation procedures, first aid, safe use of equipment, dealing with children, etc.

To take all necessary steps to ensure the maximum security of kitchen supplies, equipment and monies.

Conduct

To be familiar with all relevant School policies, rules and procedures and any changes to these.

To set a standard of behaviour to colleagues which is polite, honest and friendly.

To deal with children in a polite, professional and friendly manner at all times and to seek guidance where necessary from Operations Manager and the Headteachers

General

Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.