

JOB DESCRIPTION

NAME OF SCHOOL: Olga Primary School

POST TITLE: Sous Chef & Educator

DIRECTORATE: Education

GRADE: Scale 6

Responsible to: Head Chef

Staff Supervised: Catering Assistants

Responsible For: Catering Assistants

To work with the 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 work with the Head Chef to lead on developing a food and cookery curriculum for the whole school and food related projects and have high aspirations for the future of food at School.

1. Food Preparation, Quality & Standards

- a. To lead and work as part of a team preparing fresh food to meet the specified standards.
- b. 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 as set out by the school.
- c. To meet regularly with the Head Chef as part of menu development and other operational matters.
- d. To understand the needs of those pupils with special dietary requirements and ensure they are catered for.
- e. To work to deadlines to ensure meals are served promptly.

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- f. To ensure that meals are presented and served in an attractive way.
- g. To ensure that work is carried out hygienically, safely and tidily at all times within the prevailing legislative framework.
- h. To help promote school lunches and uptake through taster days, parent events, newsletters, theme days and other events and methods.
- i. To support the School's emphasis on pupils' health and well-being. To support on projects such as the edible playground on the school site and food recycling projects
- j. On occasion, and with agreement, to support the Head Chef on food preparation for special events, which may be outside normal hours.
- k. To support the Head Chef with management all food requirements for the breakfast club food and after school food provision.
- l. To support the Head Chef with management of school milk deliveries
- m. To support the Head Chef with management of free school fruit and vegetable scheme
- n. To support cooking classes for children

2. Administration

- a. To support the Head Chef with administrative tasks associated with ordering food and sundries, including checking delivery notes and invoices.
- b. To monitor, control and reduce waste and make recommendations to the Head Chef for menu adjustments.
- c. To participate in regular line management meetings with the catering team as part of their professional development and monitoring their effectiveness.
- d. To conduct stock takes on a regular basis and on request.

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- e. To report any complaints or incidents in accordance with the School's complaint and/or safeguarding procedures.

3. Health & Safety

- a. 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.
- b. To ensure cleaning schedules are carried out.
- c. To ensure all kitchen staff wear the correct uniform at all times.
- d. To assist the Head Chef to ensure all kitchen equipment is maintained in good condition and any faults are reported to the School and the Business Manager.
- e. To assist the Head Chef in maintaining catering functions across the whole school site.

4. Management

- a. To work with the Head Chef to constantly review the supply chain to ensure value for money.
- b. To ensure there is a robust system for segregating waste.
- c. To work with the Head Chef to ensure all staff are trained in health, safety and hygiene and are fully inducted on all kitchen equipment.
- d. To help the Head Chef with supervision of all elements of the lunch service.

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.

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



General

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

EQUAL OPPORTUNITY

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with procedures in relation to Police checks.

Signed _____ Date _____

Postholder (PRINT NAME & SIGN)

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PERSON SPECIFICATION RELEVANT TO SOUS CHEF

In your application, please show evidence that you have:

Experience

Experience of catering.

Previously managed, assisted or deputised own unit.

Experience of leading a team and training them in basic kitchen skills.

Knowledge

Good foundation and higher level knowledge of food preparation methods including: balancing meals, portioning, stock rotation and ordering.

Strong knowledge of baking.

Ability to cook to a high standard across multiple disciplines.

Interest in cuisine and furthering knowledge of food.

Skills

Ability to read and implement instructions, such as Health & Safety and Food Hygiene regulations.

Ability to create and help implement interesting and healthy menus.

Able to use and clean machinery and light equipment.

Demonstrate a willingness and enthusiasm for training and progression.

Able to encourage children to select a balanced meal.

Able to communicate and relate well with all kitchen, school staff and pupils.

Able to train staff in basic kitchen skills.

Able to plan and run cooking classes and impart knowledge and skills.

Able to work on own and within a team.

Able to lead and motivate staff.

Display a commitment to the Council's equalities policies.

Display and maintain a high standard of personal hygiene.

Work effectively in a busy and hectic environment.