

FARLEIGH

SCHOOL

JOB DESCRIPTION	Chef
Responsible to:	Director of Finance & Operations
Purpose of the job:	To support the Assistant Catering Manager in the smooth and efficient running of the kitchen.
Particular Tasks & Responsibilities	• Prepare varied and balanced menus for both the children and staff making allowances for both day and boarding pupils and resident staff. • Provide suitable meals for those with vegetarian and specific dietary requirements. • Ensure the correct uses of provisions and their handling, storage and rotation on site. • Report any damaged equipment in the kitchen or dining room. • Follow instructions and work within legal guidelines (e.g. temperatures, dates, ingredients, rotas etc.). • Maintain high standards of hygiene. • Represent Farleigh School in a positive manner at all times especially when dealing with pupils, parents and other staff members. • Be willing to cover for other staff in times of absence. • Assist with hospitality events including teas for sports events, meetings, functions and parents' functions. • Ensure at the end of each service, the kitchen is left clean, tidy, all equipment is switched off and all stores and doors are locked as instructed. • Undertake any appropriate training, e.g. Health & Safety and Hygiene training, as required. • Carry out other duties as may reasonably be required from time to time.
Review:	This job description will be reviewed and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.
Safeguarding	Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will undertake your role and responsibilities in accordance with Farleigh School Safeguarding and Child Protection Policy and Guidelines. The successful applicant will be required to have an enhanced DBS disclosure.