



Job Description

School Chef

JOB PURPOSE

To assist teachers in the provision of academic and pastoral care of children.

RESPONSIBLE TO

Finance and Operations Manager

TEAM RESPONSIBILITIES:

Domestic staff

Key Tasks and Responsibilities:

- Provision of hot school lunches (main course and dessert) for approx. 250 pupils and staff
- Preparation of Match teas for sporting fixtures on Wednesdays and Thursdays
- Supervision of Prep tea preparation for approx 50 children each day
- Ordering food
- Planning menus according to a fixed budget and following guidelines on nutrition and healthy eating
- Monitoring and managing supplies within a budget
- Supervising the work of catering and other domestic staff, including allocation of duties and work rotas
- Developing relationships with food suppliers
- Liaising with Finance and Operations Manager, Games Department and Senior Leadership Team
- Catering for school events
- Complying with food safety legislation

Skills and experience you will need

- Excellent communication skills
- Good standards of hygiene
- Organised and methodical
- Experience of catering
- Supervising a team of catering staff

Safeguarding and Welfare

- Be aware of and comply with policies and procedures relating to child protection, behaviour, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

Other responsibilities

- Contribute to the overall ethos /work/aims of the school.
- Attend and participate in relevant meetings as required
- Participate in training, other learning activities and performance development as required.
- Establish constructive relationships with pupils, colleagues and parents

