

Information for Applicants



Executive Chef

October 2019

JOB DESCRIPTION

Post:	Executive Chef
Department:	Catering
Responsible to:	General Catering Manager
Hours of work:	Minimum 37.5 hours per week. Hours will be worked on rotating shifts between the hours of 7.00am – 7.00pm and will include some evening and weekend working.
Grade:	c. £34,000 to £36,000. Starting Salary will be dependent of qualifications and experience

Overall purpose of the post:

To continuously drive the catering offer to new and higher levels through innovation and change.

To deputise for and support the Head of Catering in ensuring the Catering Department is run to the highest professional standard, delivering a food and beverage service that meets customer expectation, food & hygiene standards and financial targets.

General:

1. To successfully produce and deliver, to the highest possible standard, the agreed food and beverage offer to all users.
2. Develop regular innovations to improve the catering service and food offers. This must include considerations for nutrition, special diets and be reflective of current industry trends.
3. Effectively manage food production processes by setting targets for each kitchen and ensuring documented evidence of changes are achieved.
4. Manage and further develop all aspects of the commercial catering business.
5. Manage and deliver the highest standards of formal dining to both internal and external clients.
6. To help the Head of Catering prepare an Annual Business Plan that incorporates a detailed Annual Budget against which the Catering Department will be reviewed monthly.

Main responsibilities:

Operational

1. To provide craft-based training and development for the teams to ensure standards are replicated and developed in each kitchen.
2. Interact with customers at every service period, including events, ensuring that the service is running smoothly and that customers are happy with the service they are receiving.
3. Monitor each service provision to ensure they are delivering the agreed specification within a safety and fun environment.
4. Promote and manage exceptional standards of customer service, ensuring that all services, whether pupil dining or hospitality, operate in a friendly, smooth and efficient manner at all times.
5. Ensure that all members of the catering team are aware of their duties throughout the day, especially during service periods.
6. Ensure that all areas are left spotlessly clean at all times and that appropriate cleaning schedules are in place, completed and archived.
7. To inspect and manage all legislative requirements including allergen, COSHH, health, safety, fire, food and hygiene legislation.
8. Liaise regularly with the Head Chef's / teams to ensure excellence in service provision.
9. Ensure that stock and staffing meet the needs of the department.
10. Ensure correct monitoring and recording of all Catering Department activities.

11. Ensure correct order and delivery procedures are adhered to at all times.
12. Oversee School events, and support functions organised by the Events Department as required

Communication

1. Ensure timely response to communications via email or in person.
2. To hold or attend pre-service briefings at each service period including events.
3. Attend meetings in absence of Head of Catering.

Financial Management

1. Ensure the catering department operates at maximum efficiency within budgetary targets to deliver the required level of service at all times set by the Head of Catering.
2. Ensure financial best practice to be in place such as recipe costings and price benchmarking.
3. In conjunction with the Head of Catering, carry out the payroll function of the department to ensure accurate and timely information is sent to payroll.
4. Ensure correct billing of School and Event Department functions as directed by the Head of Catering.
5. Ensure monthly stock-taking is carried out in all areas including wine stocks.
6. Ensure correct cash handling procedures are followed at all times.

People Management

1. To assist with interviews for the catering team, carrying out induction training, setting early objectives and acting as a guardian/ mentor, as appropriate for all new team members.
2. To conduct annual appraisals for the catering team, identifying areas for improvement, setting new targets and formulating training plans to improve skills.
3. Follow the department succession plan so developing the catering team and encourage promotion from within.
4. Assist in producing individual and group training plans and conduct internal training accordingly.
5. Ensure stocks are maintained and regularly audited and report any irregularities to the Head of Catering.
6. Ensure the college disciplinary policy is implemented as appropriate.
7. Attend appropriate training courses as necessary and as agreed with the Head of Catering.
8. Report any problems with fixtures, fittings and equipment as appropriate.

Additional Duties:

1. To undertake personal training and development as appropriate and keep apprised of developments in hospitality.
2. To review training with members of staff and carry out appropriate training as required.
3. To ensure customer complaints are properly investigated and reported to the Head of Catering
4. To take an active role in termly meetings to discuss new ideas.
5. To take every opportunity to discuss ideas with customers and obtain constructive feedback.
6. To attend any relevant training sessions to ensure that you are fully equipped to perform your role effectively
7. To carry out other duties as may be reasonably requested from time to time by the Head Chef.

General

All staff at St Peter's School are required to observe all relevant Health and Safety, Equality and Data Protection legislation and procedures.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo checks with the Disclosure and Barring Service. The post holder will be required to take care to safeguard their own safety and that of others with whom they work and to cooperate with those designated with responsibility for health and safety.

Note: This job description is not a comprehensive definition of the post and the post holder will be expected to undertake any other tasks commensurate with the duties and responsibilities of the post. The job description will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the post holder.

Person Specification

Criteria	Essential	Desirable	Assessment
Experience	<ul style="list-style-type: none"> • Substantial experience working as a head chef (or similar) within a contract catering or event environment • A passion for high quality, fresh food and delivering excellent customer service • Food safety management systems • Producing special meals for those with allergies and intolerances 	<ul style="list-style-type: none"> • Carrying out a similar role within a school environment 	<p>Application</p> <p>Interview</p>
Qualifications	<ul style="list-style-type: none"> • NVQ Level 3 in any Catering Discipline • Level 3 Award in Food Safety • NVQ Trainer's Award / Craft based training experience • Full driving licence 	<ul style="list-style-type: none"> • First Aid Qualification • Basic COSHH qualification 	<p>Application</p> <p>Interview</p>
Specialist Knowledge	<ul style="list-style-type: none"> • Relevant health and safety legislation • Excellent levels of food preparation and cooking skills • Record keeping for all elements of the service • Menu planning • Catering for functions/events • Allergen and tolerance awareness 		<p>Interview</p> <p>Testing</p>
Personal Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills • Excellent written and oral communication skills • Excellent customer service skills • Excellent organisational skills and a proven ability to manage and supervise teams • Ability to follow tasks through to completion • Proficient ICT skills particularly in the use of Microsoft Excel, Outlook and Word • To work collaboratively with colleagues, knowing when to seek help and advice • The ability to explain tasks simply and clearly 		<p>Application</p> <p>Interview</p> <p>References</p>

Personal Attributes /Competencies	<ul style="list-style-type: none"> • The ability to prioritise effectively and manage a busy diary and varied workload to meet demands and deadlines • Smart and professional appearance at all times • Eye for detail ensuring the highest level of service at all times • Commitment to ongoing professional development • A commitment to safeguarding and protecting children and young people • Able to work flexibly to meet the requirements of the post, including evening and weekend working 		Application Interview References
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How to Apply

To apply for this post, please submit a full CV with covering letter detailing your qualifications and experience to date and stating why you think you are suitable for this post. CVs should be sent to:

Mr Paul Hewitt, Human Resources Manager, St Peter's School, York, YO30 6AB

Email: p.hewitt@stpetersyork.org.uk

For an informal discussion about the post, please call Mr Craig Robinson, General Catering Manager on 01904 527364.

The closing date for applications is Thursday 14th November 2019 at 10.00am.

About St Peter's

Background

St Peter's School, York comprises three schools:

- St Peter's School (pupils aged 13 – 18 years)
- St Olave's School (pupils aged 8 – 13 years)
- Clifton School and Nursery (pupils aged 3 – 8 years)

The School is fully co-educational with 1,150 pupils, of whom 130 are full time boarders and 250 are in the Sixth Form. There are over 300 teaching and support staff. It is one of very few schools in the North of England to offer three distinct phases of education, each sharply identified and focused towards the needs of its pupils at each age group and set within an overall context of trust, confidence building, inspiration and opportunity.

St Peter's is the fourth oldest school in the world, founded in 627 AD, and is ranked in the top 100 schools in the country for its academic results. The School is located within a short walk of York city centre, with its thriving cultural, educational and commercial life. St Peter's facilities are modern and spacious, with playing fields adjacent to the main building that stretch down to the River Ouse.

An Independent Schools Inspectorate Report in 2017 found the School to be 'excellent' in all areas. The most recent inspection report is available on the [ISI website](#).

The School's website can be visited at www.stpetersyork.org.uk.



St Peter's School

St Peter's School, for children aged 13 to 18 years, is underpinned by academic rigour and challenge. Through outstanding teaching, first-rate facilities, high expectations and pupils' hard work and enthusiasm, St Peter's achieves considerable success across a broad curriculum.

The four vibrant and successful boarding houses for boys and girls lend vitality to the pastoral life of the School. Inspiration from living in close proximity to a cultured and historic city adds further richness to the pupils' lives.

Music, Art and Drama are central to the cultural and academic depth of the School. The Sports programme is extensive, providing a wide range of choice for both girls and boys. Results are excellent, and St Peter's pupils' co-curricular achievements are considerable. The excellence of the teaching and facilities allows pupils to thrive.



St Olave's School

St Olave's School (pronounced 'olives'), for girls and boys aged 8 to 13 years, is adjacent to the main campus of St Peter's and introduces boarding as an element of the School. Under the leadership of the Master, the teaching staff provide expertise in the 8 to 13 years range, guaranteeing subject specialism to challenge and support every pupil.

The curriculum is wide and challenging with expert teaching from the earliest age. There are many opportunities for recreational and competitive sport with girls' and boys' teams enjoying success both regionally and nationally. There are numerous co-curricular activities to choose from on a weekly basis. Music plays a central role in school life, involving the full range of orchestral instruments.

Boarding is an integral element of the School. Accommodation is in Wentworth, a boarding house on the main school campus.



Clifton School and Nursery

Clifton School and Nursery is for day girls and boys aged rising 3 to 8 years. Under the leadership of the Head, teachers use the attractive buildings and play areas to maximum advantage, to teach a broad and balanced curriculum which gives a wide variety of experiences, and emphasises the importance of basic skills. The curriculum is based on the National Curriculum and Primary Strategy, but goes far beyond this, both within the School day and during the wide range of co-curricular activities and visits outside of School.

Clifton enjoys separateness, a clear identity and its own House system. It allows smooth academic progression and provides tailor-made approaches and facilities for each age group.

About York

St Peter's School is situated five minutes' walk away from York's compact city centre. York is one of the oldest and most beautiful cities in Europe, famous for its gothic Minster and winding medieval streets. York has won a number of tourist awards and further details are available on the Visit York website. York is regularly voted as one of the best places to live in the UK. Such is the size and layout of York, walking and cycling are ideal ways to get around, including taking in the famous sights of this historic city, an ancient Roman and Viking capital.

York is a central rail hub between Edinburgh, London and Manchester. The main railway station is only a 15-minute walk from the School. In addition it has a large variety of restaurants, pubs, theatres, cinemas, parks, museums and galleries, and life in York is always interesting, by day or by night.

Finding somewhere to live is also comparatively easy. York's rental sector is in good health, though demand remains high. If you are trying to buy, you will find York prices are around the national average.

York is a family friendly city. Attractions such as the Jorvik Viking Centre, the Barley Hall, the York Dungeons, the National Railway Museum and the York Chocolate Story are immensely popular with people of all ages.

The city lies in the Vale of York, a valley that runs north to south between the heathery North Yorkshire Moors to the east and the famous Yorkshire Dales to the west. Both areas offer an excellent escape for walkers, cyclists, climbers – indeed anyone with a love of fresh air and rolling countryside.

A guide to the City of York can be found at <http://www.visityork.org/>

Employee benefits

Our vision is to be a happy, thriving, 3-18 co-educational day and boarding school community that combines a classical, high quality, all-round education with a forward-looking and exciting approach to learning.

Our staff are the key to our success. Their expertise, enthusiasm and commitment are reflected in our high standards and continued success. In return, we offer all our colleagues a competitive total reward package from day one of their employment with us.

Please note that this role does not qualify for remission on school fees.

Annual Leave

Employees on all-year round contracts are entitled to a basic entitlement of 25 days paid annual leave each year plus public holidays (public holidays occurring when the School is in session are working days). Part-time or term time employees receive a pro-rata allowance of annual leave. This rises to 27 days after 5 years of service.

Cycle to Work Scheme

Eligible employees can join our Cycle to Work Scheme (also a salary sacrifice arrangement) that allows tax and National Insurance savings on the purchase of a bicycle (and related equipment).

Free School Lunches

Staff can enjoy a free meal during the lunch period in the School Dining Room. Lunch is provided on normal working days during term time. A selection of hot and cold food, beverages and sandwiches are available.

Parking

There is free parking available to staff on the school site.

Pension

Eligible support staff are automatically enrolled into the St Peter's School Pension Scheme. Those who do not meet the government criteria for eligibility can choose to join/opt in. The School pays a contribution of 12% of the monthly salary and the employee is required to pay 6%.

School Chapel

The School Chapel is available to former pupils, staff and people connected the school for weddings, christenings and other appropriate events. Extensive grounds and gentle green lawns provide an excellent location for a marquee or champagne reception. The School is licensed for regulated entertainment and the Memorial Hall is ideal for evening functions.

Sick Pay

Where employees are unable to attend work due to sickness, there is a provision for sick pay. The amount of sick pay increases according to the employee's length of service and current contract.

Sports Facilities

All staff can use the school sports facilities free of charge when they are not in use by the pupils. This includes a modern gym and a swimming pool.

Training and Development

Our employees are encouraged to continually develop their skills and knowledge. Training and development opportunities may include gaining a professional qualification and other learning opportunities.

How to find us

You can find St Peter's School, York, at YO30 6AB. The School is less than fifteen minutes on foot from York Railway Station.



By car:

From York City Centre: Take the Thirsk Road (**A19**) at the Bootham Bar traffic lights. The school is 700m on the left, immediately after the footbridge.

From the A64: Take the Northern Ring Road (**A1237**). At the **A19 roundabout** turn towards the city centre. The school is two miles on the right, 300m after Clifton Green. Turn right into the school immediately before the footbridge that crosses the road.

Parking is available on site.

