## JOB DESCRIPTION



**Temporary Full Time CHEF**

**Reports to**: Catering Manager

**Start Date**: ASAP

**Salary**: **Scale 4 point 11-17 £17,046 - £19,111 dependent on experience**

**Hours**: 36 hours per week, 40 weeks per year (some flexibility will be required)

**Key responsibilities**

Cooking of school meals, food service, kitchen hygiene supervision and other duties associated with the running of the academies kitchen.

**Responsibilities**

* To be responsible for the cooking of school meals with the direction of Catering Manager
* Assist Catering Manager with supervision of staff.
* Assist with the planning, costing of menus and ordering of food stuff.
* Support the School’s Healthy Eating Policy and Nutritional Standards, and follow the school food standards 2015.
* Kitchen cleaning and cleaning of heavy and light equipment used during the day.
* Maintenance of good standard of hygiene in kitchen and follow the HACCP’s policy
* Take control of opening, setting up and closure of the kitchen as directed by the Catering Manager.
* Ensure all maintenance issues in the catering department are reported to catering manager
* Assist Catering Manager in training new staff in cooking methods and methods of work in kitchen.
* Assist Catering Manager with health and safety training and food hygiene awareness, and

to be responsible for weekly stock- take

* Help any member of kitchen staff as required.
* Take control of cooking and due diligence in absence of Catering Manager.
* To be responsible for special functions which takes place in the school

To carry out washing up and cleaning tasks, including cleaning equipment and machinery, in accordance with requirements and procedures

To take part in deep cleaning of the kitchen, food storage, serving and dining areas of the academy during academic holidays

* To receive stock and check quality and quantity against the delivery note/invoice. To put deliveries of stock away in the designated storage location, ensuring that all stock is dated and rotated in accordance with directions from the Catering Manager
* To prepare and deliver refreshments for special functions, and collect and clean dirty cutlery, crockery and other serving items after functions, as and when required. This may include some evening work
* To work as part of a team to ensure that all service requirements are met
* To attend training courses as required

**Other**

* To undertake various responsibilities as directed by the Catering Manager, Finance and Resources Director, Principal and the senior leadership team.
* This job description reflects the present requirement of the position. The job description is subject to change with the agreement of the post holder.