

## **Southfields Academy**

### **Job Description**

#### **Chef**

Term Time only – 40 hours a week

6.30am to 3.00pm including 30 minutes unpaid lunchbreak

The Chef will also work on six parents' evenings or equivalent evening events a year. This will be paid at flat rate overtime from 3.00pm to the end of the event including clearing up time.

Further overtime may be offered for single days in school holidays.

#### **Grade and Salary**

Salary: Between £19,356 and £20,288 (points 11 to 13)

#### **Purpose of Post**

- To be responsible for the preparation of food, in line with agreed menus, and cleaning of kitchen equipment.
- To maintain a high standard of cleanliness in the kitchen.
- To assist in the acceptance and storing of heavy food deliveries.

#### **Key Areas**

- Cooking for children and adults
- Team Work

#### **Responsible to** the Director of Catering

To be aware and respect children's varying dietary requirements.

#### **Accountabilities**

In consultation with the Director of Catering, be responsible for the preparation of seasonal menu's, taking account of any special dietary needs.

Together with Director of Catering, to plan new menus based on Healthy Eating Standards.

To maintain adequate stores and food stuffs in appropriate storage conditions.

To order all food and maintain monthly records for stocktaking purposes of all food stuff.

To ensure the kitchen and all kitchen equipment is kept clean and tidy according with Kitchen Management policies

To ensure all crockery and utensils are washed-up, using the dishwasher as appropriate.

To clean and defrost fridge and freezer as necessary.

**Personal**

To attend staff meetings and training sessions as required.

To be responsible for participating in all self development activities, including appraisals.

**Financial**

In conjunction with the Director of Catering, assist in monitoring and controlling all catering costs.

**Health and Safety**

To observe high standards of food hygiene during the preparation, cooking and serving of all foods.

To operate the highest standard of hygiene and cleanliness in the kitchen

To maintain high standards of personal hygiene and personal appearance in accordance with policy

**General**

Adhere to the Southfields Academy and catering procedures including attendance at meetings, preparation of reports and any other duties as required from time to time.

Ensure the company's Equal Opportunities Policy is adhered to at all times.

**NOTE: The Job Description is to provide a clear and concise statement of the MAJOR TASKS and ACTIVITIES of the post. It is not intended as an exhaustive list of every aspect of the post holder's duties.**

**PERSON SPECIFICATION****Chef****Report to Director of Catering**

| Essential   | Desirable   |
|---|---|
|   | A recognised Catering Qualification   |
| Minimum of two years catering experience              |   |
| Capable of working under pressure in an organised way |   |
| Ability to work as part of a team                     |   |
| Good inter-personal skills                            |   |
| Basic Food Hygiene Certificate                        |   |
|   | Experience of working in a childcare environment                                  |
|   | Knowledge of food preparation for special dietary needs i.e. vegetarian, cultural |
|   | Ability to work with children in preparing simple snacks and baking preparation   |
|   | Knowledge of Health and Safety Issues   |
| Knowledge and understanding of Equal Opportunities    |   |
|   | First Aid Certificate   |