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| Job Title | Assistant Chef |
| Job Family | Catering |
| Line Manager | Chef Manager / House Chef |
| Key Stakeholders/Internal Customers | Head of Catering, Executive Chef, Catering Operations Manager, Retail Operations Manager |
| Hours | 39 Hours per week, 5 days out of 7 days Incl This is a term time only position (34 weeks) |
| Holidays | 5.6 weeks holiday, which will be prorated to 3.6 weeks to reflect term time only hours. |
| Location | Predominantly based at Repton Prep School. Flexibility may be needed to work across both Repton Senior and Repton Prep |
| Salary | £14.42 PH |
| Benefits | Employer Pension Scheme Sports Centre Membership |
| Role Overview | |
| To work as part of the catering team in the provision of a first-class catering service. Delivering high quality, fresh, nutritious, imaginative food that meets the needs of the pupils, visitors and staff within the parameters of set budget. | |
| Flexibility will be required to support the catering operation including (but not limited to) Prep School, Boarding houses & outdoor events | |
| Role Outcomes | Key Performance Indicator(s) |
| Culinary - To be part of the kitchen team in the delivery of excellent, fresh food, which is well prepared and presented at every occasion. Presentation and delivery of imaginative, well balanced and nutritious menus agreed in advance with the Executive Chef | Menus and meals are varied, well planned, nutritious and appealing using fresh ingredients wherever possible Feedback from students & staff Compliance with EHO and Health & Safety legislation |
| Service Design and Delivery - The delivery and presentation of a quality catering product, which is managed efficiently, effectively and to the highest standards, meeting the broad expectations and requirements of our central catering provision. | Delivery vs SLA Feedback from internal stakeholders Cost management/effectiveness Quality of Service - review and feedback |
| Compliance - All catering operations, working practices and associated areas meet requirements for compliance, inspection, Environmental Health, H+S and all other relevant legislation. Relevant policies and protocols are in place. | 100% Compliance Policy/Practice |
| Performance - To support the Chef Manager / House Chef to complete reports and records ready to be returned in a timely fashion to the Head of Catering for inspection & review. To proactively participate in food preparation & service. | Team Feedback Team meetings to review performance |
| Budgetary Control - Tight budgetary control is exercised in the preparation of all menu items | Spend vs Budget |

| Role Responsibilities |
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| Assistant Chef |
| <u>Culinary</u> |
| <ul style="list-style-type: none"> • Understand modern cooking techniques, recipes & trends. • Prepare all catering items to a high standard as agreed with the Chef Manager / House Chef. • Ensure that food is attractive and appealing to the end user of the catering provision. • Ensure that sufficient portions are prepared and available at the appropriate service times. |
| <u>Service Provision and Delivery</u> |
| <ul style="list-style-type: none"> • Work closely with the Chef Manager / House Chef and Catering Operations Manager to effectively deliver service and provisions • Assist in the resolution of service issues in a friendly and professional manner • To provide additional hospitality as required in the form of Whole School functions, House Suppers and Dinners. • To constantly strive to improve what we do, incorporating new & innovative dishes. • Ensure that the highest standards of cleanliness are maintained at all times |
| <u>Health and Safety/Compliance</u> |
| <ul style="list-style-type: none"> • Ensure adherence to all procedures within the School's Health & Safety manual. • Ensure compliance with the agreed health and safety policy and the completion of daily due diligence diary, adhering to COSHH regulations regarding food, equipment, materials and general safety. • Ensure that all products are correctly labelled and stored • Ensure that the safe and efficient functionality of all kitchen equipment and report any defects to the Hospitality Chef. • Maintain a clean and hazard free kitchen and follow best practice on all aspects of food storage, preparation and service relating to customer health. • Always ensure the security of catering areas, that storage areas are locked, and that the facility is secure out of hours. • Maintain high standards of cleanliness, personal hygiene and appearance. • To ensure that allergens are well managed in line with the schools Allergen policy and government guidelines. • Complete all training within deadlines set |
| <u>Other Responsibilities</u> |
| <ul style="list-style-type: none"> • To operate within the ethos, culture, overall aims & policies of the School. • To work flexibly and undertake when required other duties associated with supporting the needs of the school such as functions or Enterprise business as may reasonably be determined by the Catering Leadership Team. • Any other duties as the School may reasonably request. |

Person Specification

Relevant Prior Experience

- Experience working in a busy & diverse kitchen
- Experience in preparing dishes with fresh ingredients
- Experience in the delivery of high-volume quality, nutritious and well-balanced food
- Knowledge of relevant Food Hygiene & Health & Safety Regulations

Candidate Profile

- Level 2 or 3 Professional Cookery Qualification
- Passionate about cooking, food and fresh produce
- A friendly person, who can work alone or within a team
- High energy, resilient, can-do attitude, proactive and flexible approach
- Keen to support staff and pupils, whilst working towards Repton's ethos & objectives
- Confident verbal communicator, able to communicate effectively with professionals, staff, pupils and contractors
- Well organised, used to working at pace
- Care and attention, particularly for all aspects of food presentation & safety

Other Important Information

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the school may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at
<https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916- Child-Protection-and-Staff-Behaviour-Policy.pdf>