



# Newquay Tretherras Sous Chef

## Job Description & Person Specification

[www.celtrust.org](http://www.celtrust.org)



# Job Description

Purpose of the Post:

To assist the Kitchen Manager in leading the team and all tasks relating to the management and operation of the Catering Kitchens, staff and front of house services; ensuring a high quality and professional service is provided to pupils, staff and all key stake holders. To oversee the kitchens in absence of Kitchen Manager or Head chef.

This role should be considered as a managerial development position. Applicants and holders of this position will be expected to show a continual appetite for improvement and vocational development.

Reporting to: Catering Manager/Kitchen manager, Deputy Headteachers, Headteacher

Location: Based at Newquay Tretherras but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.

Salary Grade: Grade F

Hours: 35 hours per week, term time plus 5 additional days (39 working weeks / 44.652 paid weeks)

## **Principal Responsibilities:**

- ❖ To support the Kitchen Manager to manage kitchen and staff daily operation. Work with Kitchen Manager to control prep & par food production levels.
- ❖ To plan, operate and control the production and service of food related duties. To devise set programmes of work for catering staff and to supervise the work of catering staff on a daily basis.
- ❖ To oversee food production including, food preparation, cooking, portion control, presentation and service to the highest standards. To operate and produce the prep and par production system.
- ❖ To manage catering stock, minimising waste by good storage and stock rotation, and carry out monthly stock checks.

- ❖ To assist in menu development and implementation. To construct recipes, create specials and contribute to the main menus. Including costings, identifying new products and promotions.
- ❖ To ensure a range of foods are provided within the school allowing a variety of meals which cater for different dietary requirements as appropriate.
- ❖ To work with the Trust on Catering approach to whole school improvement, participate in cookery classes with students and work towards bringing the Catering department in line with the Trusts vision.
- ❖ To operate flexibly to ensure hospitality is provided as and when required for functions including open evenings, parent evenings, celebrations and meetings. To plan and execute the catering for such events. Work collaboratively with colleagues across school and elsewhere in the Trust. Be available to work outside of normal operating hours.
- ❖ Conduct & contribute to the weekly/fortnightly team meetings.
- ❖ To order all food goods and other commodities required from the recognised suppliers in accordance with the catering requirements of the school and to the agreed school catering budget.
- ❖ To ensure catering operations are conducted according to appropriate food safety policies and procedures. To ensure SFBB is updated, diarised and implemented on a daily basis.
- ❖ To ensure systems and working practices are established that ensure the efficient and economic use is made of all resources and the highest standards of hygiene and food safety are maintained in relation to the preparation, cooking and serving of food.
- ❖ To assist the Catering Manager with HR associated tasks contributing to team appraisals, performance reviews, record keeping and other necessary duties.
- ❖ To apply in conjunction with the Catering Manager- staffing levels within the School catering team so as to establish an efficient catering service which fulfils the schools catering requirements.
- ❖ To attend management meetings.
- ❖ Implement appropriate strategies to resolve adverse trends and improve sales.
- ❖ Maintain safe working conditions.
- ❖ To work across CELT sites as directed.
- ❖ To ensure that heavy duty kitchen equipment, light equipment, work areas, other facilities and general surroundings of the kitchen and dining areas are maintained to the standards required by the school health, safety regulations and policies. Ensure that catering staff use safe methods of work at all times.

- ❖ Receiving and co-ordinating deliveries and verifying that all ordered items have been delivered and are of good quality.
- ❖ To prepare the service area, hot cupboards and other equipment in the dining area to ensure food is served efficiently and in a hygienic environment.
- ❖ To clean on a daily basis all catering areas to standards laid down by the school as directed. To assist in cleaning up the dining areas, kitchens and catering equipment after the lunch periods, including cleaning and putting away tables and chairs, washing up/loading dishwashers, and cleaning kitchen surfaces and kitchen equipment as required.
- ❖ To support other school catering establishments within a reasonable geographical distance if required.

**General Responsibilities applicable to all staff:**

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all students.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

**Note:**

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

## SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

# Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b><u>Relevant Experience</u></b>	<ul style="list-style-type: none"> <li>• 3+ years of experience of food related kitchen work</li> <li>• Previous experience of supervising staff.</li> </ul>	Chef work experience within a kitchen or kitchens of a busy high turnover.	Application form/ Interview
<b><u>Education and Training</u></b>	<ul style="list-style-type: none"> <li>• Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Maths and English.</li> </ul>	Catering qualification	Application form/ Interview/ References
<b><u>Special Knowledge and Skills</u></b>	<ul style="list-style-type: none"> <li>• Level 2 Food Hygiene and Safety Certificate.</li> <li>• Knowledge of food hygiene procedures.</li> <li>• Excellent communication, team working and staff supervisory skills.</li> <li>• Customer service.</li> <li>• Production levels.</li> <li>• Quality control.</li> <li>• Communication skills.</li> <li>• Organisational skills.</li> </ul>	Menu creation	Application form/ Interview
<b><u>Any Additional Factors</u></b>	<ul style="list-style-type: none"> <li>• Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</li> <li>• Reliable and punctual.</li> <li>• Discreet and confidential.</li> <li>• Able to work on own initiative and as part of a team.</li> <li>• Comfortable in dealing with children and young people.</li> <li>• Professional and comfortable in dealing with members of the community, Trustees and staff.</li> <li>• Neat and tidy appearance at all times.</li> </ul>		Application form/ Interview
<b><u>Values Related Qualities</u></b>	<ul style="list-style-type: none"> <li>• <b>Collaborate</b> – ability to work effectively as a team</li> <li>• <b>Empower</b> – ability to take initiative and problem solve in order to improve performance</li> <li>• <b>Leadership</b> – to lead by example and achieve shared goals</li> <li>• <b>Transformation</b> – ability to recognise a need for change and adapt accordingly</li> </ul>		Application Form/ Interview



CORNWALL EDUCATION LEARNING TRUST

Units 15 & 16 St Austell Business Park, Treverbyn Road, Carclaze, St Austell, Cornwall, PL25 4FD