



## HIGHFIELDS SCHOOL

### Job Description

<b>Post Title:</b>	<b>School Chef</b>
<b>Purpose:</b>	To ensure the effective and efficient provision of school meals and Hospitality for Highfields and Penn Fields schools
<b>Reporting to:</b>	Catering Supervisor
<b>Responsible for:</b>	N/A
<b>Liaising with:</b>	Catering Supervisor and Catering Staff
<b>Working Time:</b>	35 hours – 44.5 weeks (Term Time Only)
<b>Salary/Grade:</b>	Grade 4 (£10.41 - £11.27 per hour)
<b>Disclosure level:</b>	Enhanced

#### Catering Services

- Planning menus in consultation with the Catering Supervisor on a rotation basis.
- Planning hospitality provision and supporting the preparation of catering requirements for events at Highfields and Penn Fields schools as directed and in consultation with the Catering Supervisor
- To assist with special functions which may be outside of normal working hours
- Being fully aware of all facilities and special events that are taking place at both schools
- Introducing, cooking and preparing a variety of fresh nutritional meals and other refreshments
- Ensure that all catering meals are provided to the highest standard and best value for money
- Ensuring the quality of the product, presentation and service provided are first class
- Following menus and recipes agreed with the Catering Supervisor
- Adhering to statutory requirements and all relevant nutrition and allergy information
- Ensuring all equipment is kept clean and in good order, identifying and reporting any hazards as necessary
- To carry out cleaning duties within the kitchen area
- To follow sound hygiene practices
- To report stock requirements to the Catering Supervisor
- To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities to the Catering Supervisor

Staff Development
<ul style="list-style-type: none"> <li>• Contribute positively to effective working relations within the school</li> <li>• To undertake Performance Management Review</li> <li>• Take part in the school's staff development programme by participating in training and professional development activities</li> </ul>
Quality Assurance
<ul style="list-style-type: none"> <li>• To implement and adhere to school quality procedures</li> <li>• To contribute to the process of monitoring and evaluation in line with school procedures including performance criteria</li> <li>• To contribute to the review of procedures and protocols</li> <li>• Ensure all procedures and materials used are GDPR compliant</li> </ul>
Communications
<ul style="list-style-type: none"> <li>• To communicate effectively with students and staff as appropriate</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school</li> <li>• To follow agreed policies for communications in the school.</li> </ul>
Marketing and Liaison
<ul style="list-style-type: none"> <li>• Take contribute to the organisation of marketing and liaison activities such as Open Morning.</li> </ul>
Management of Resources
<ul style="list-style-type: none"> <li>• Ensure appropriate resources are in place for the efficient and effective daily operation of administrative support.</li> </ul>
Other Specific Duties
<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To comply with the school's Health and safety policy and undertake risk assessments as appropriate.</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</li> <li>• Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers</li> </ul>

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: ..... Date: .....  
Headteacher

Signed: ..... Date: .....  
Member of staff