



Mill Hill Schools

For pupils aged 3 - 18
Instilling values, inspiring minds

CANDIDATE INFORMATION PACK

UNIT CHEF





INTRODUCTION

As Unit Chef you will be enthusiastic about and demonstrate a passion for food. You will work with the Head Chef on the development of the school menus. You will motivate and energise your team, whilst being able to manage them in a calm and inspirational manner. You will bring on board excellent and innovative culinary skills and provide an exciting & nutritionally balanced diet to the community, whilst at the same time being flexible in providing catering for bespoke dietary requirements. You will ensure the prompt and efficient preparation and service of all meals, in line with the Mill Hill School Foundation's expectations. You will be responsible for all aspects of food safety - to deliver a safe service, in line with current Food and Health & Safety legislation, whilst paying particular attention to and taking overall responsibility for the daily implementation of the Allergens practices and regulations. You will ensure that Industry best practices are always followed, regardless of the size of the task in hand.

Closing date for applications: 9:00am on Monday 16 December 2024

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

KEY FACTS ABOUT THE ROLE:

Contract Type

PERMANENT, FULL TIME

Reporting To

FOUNDATION HEAD
CHEF

Salary

£38,000

Hours

MONDAY TO FRIDAY,
40 HOURS PER WEEK
(PLUS SOME
WEEKENDS)

Holidays

25 DAYS ANNUAL LEAVE
PLUS STATUTORY
BANK HOLIDAYS, PLUS
AGREED DAYS OVER THE
CHRISTMAS AND NEW
YEAR PERIOD

Pension

CONTRIBUTORY STAKE-
HOLDER PENSION SCHEME



JOB DESCRIPTION

ACCOUNTABILITIES

- To ensure that all costs and expenditures are within the budgeted levels agreed with the Domestic Bursar
- To control all costs such as labour, expenses, cash purchases as agreed with the Domestic Bursar
- Accept full responsibility for the daily food services and to be responsible for Hospitality related activities
- To ensure by your teams the prompt and efficient preparation and service of all meals and breaks at the required time and provided to the standard of the food service offer
- To ensure that all food is prepared with due care and attention, particularly regarding customers' special dietary requirements, and in line with the Foundation Allergens Policy
- To lead in the development and delivery of school events, particularly those involving existing and potential parents and pupils, for example Open Mornings and "major" school events
- To establish and maintain professional relationships with individuals at all levels within the organisation of the Mill Hill School Foundation
- To implement and maintain the Statutory and Mandatory standards of hygiene, health and safety and take any action as may be necessary
- To implement and maintain all Statutory and Foundation policies and procedures, communicating them to all Food Production teams
- To motivate and lead your team to perform their role to a high standard. Identify and communicate to your line manager training needs and requirements

KEY PERFORMANCE AREAS

- To implement and operate Procure Wizard (allmanhall purchasing software system), for ordering and stock take
- The complete management of Allergens and Foundation Allergens Policy
- Management of the day pupil and staff food cost budget
- Management of the food cost for school "major" calendared and commercial events
- Take responsibility for regular menu designs and displays for school calendar and commercial events. Review, refresh and innovate
- To take responsibility for planning menus, staff rotas, ordering, and receiving, checking, and storing deliveries as required (temperature control)
- Manage the kitchen equipment with regular spot checks and report any defaults. Ensure that the team follow the correct cleaning schedules
- Manage the kitchens using the Shield Safety documentation (Daily Diary) and ensure that suitable due diligence is taken to protect the Foundation community and reputation
- Manage the Food Grid system
- To take all necessary steps to ensure maximum security of the kitchen, food stock, store, office, and any other areas under your area of responsibility
- To liaise with the Foundation Front of House manager for display and service initiatives
- Organise and attend weekly team meetings
- Chair the pupil food council meetings and report to the Domestic Bursar
- To actively promote environmental initiatives



ADDITIONAL DUTIES

- To attend to and take all necessary action, statutory and otherwise in the event of accident, fire, loss, theft, lost property, damage, unfit food, or other irregularities and complete the necessary return and/or reports
- To report and to act upon complaints or compliments: to reduce the former and increase the latter
- To be self-motivated and have a positive approach to development in the role and identifying own training needs as appropriate
- To monitor the performance of your teams and provide training and coaching as necessary
- To undertake performance related monitoring in line with Foundation expectations

DOCUMENTATION TO BE COMPLETED DAILY/WEEKLY/MONTHLY:

- Menu purchase planner
- Order information - online
- Monthly Stock take figure – Procure Wizard
- Special function menu costings
- Allergens information – in line with our Allergens Policy
- Pupil & special function menus
- Food safety diary
- Staff performance consultation meetings
- Minutes of team meetings
- Pupil food council meetings





THE SCHOOLS

Mill Hill Schools was founded in 1807, when its founders wisely chose its location on the top of a hillside for its fresh air, safety and natural beauty. Mill Hill's family of schools offer co-education from ages 3-18.

Grimsdell, Mill Hill Pre-Prep is a day school for pupils aged 3-7.

Belmont, Mill Hill Prep is a day school for pupils aged 7-13.

Mill Hill School and Mill Hill International are boarding and day schools for pupils aged 13-18.

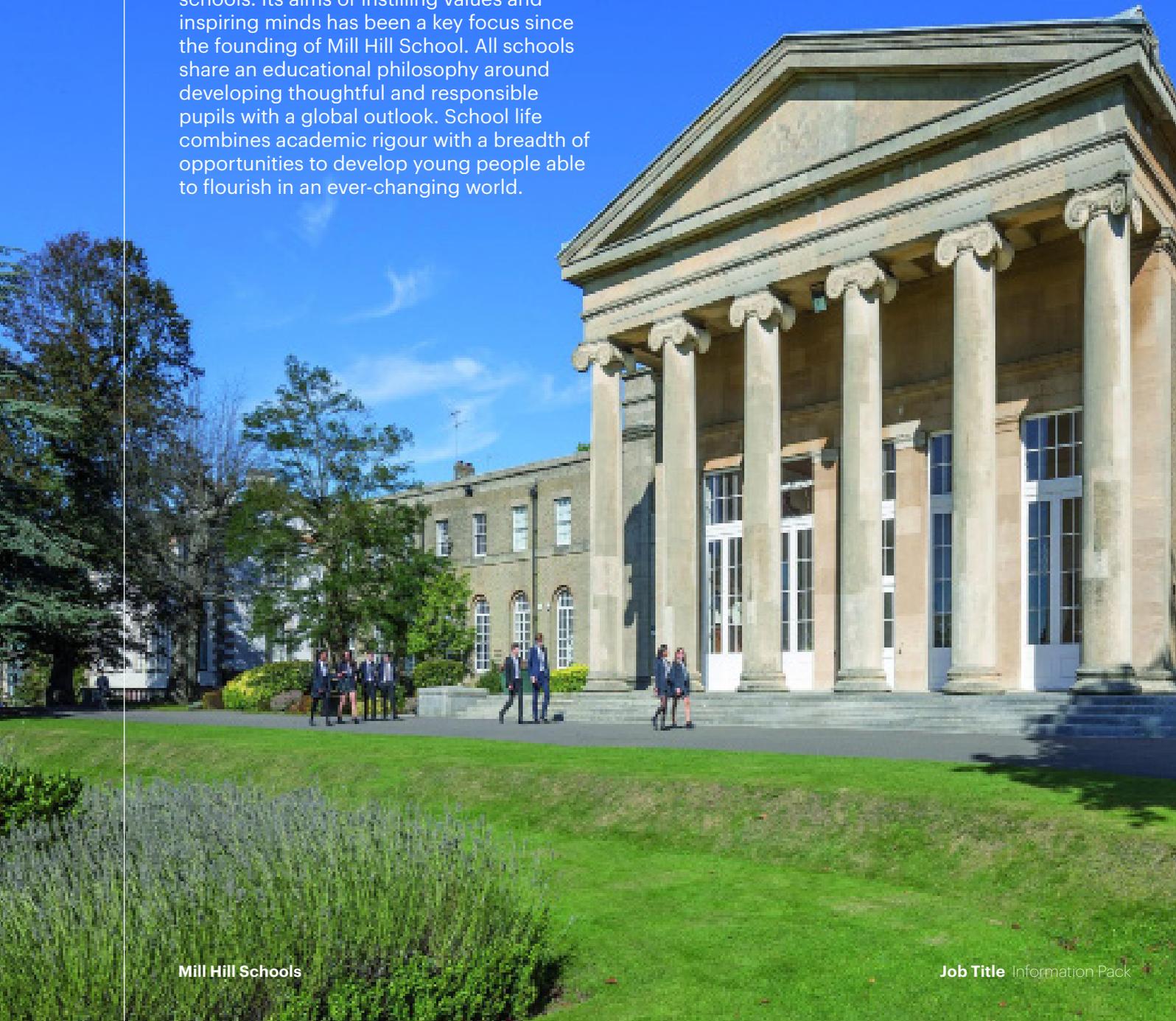
A part of the Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



Producing confident, articulate, mature young people, who start adult life solidly grounded, positive and well informed."

Good Schools Guide Review 2020





HOW TO APPLY

KEY DATES

APPLICATION DEADLINE: 9.00AM MONDAY 16 DECEMBER 2024

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.

If this new opportunity sparks your enthusiasm and you wish to be part of our wonderful team, seize the moment and click the button to complete your Application Form.

APPLY



Mill Hill Schools

INSTILLING
VALUES
INSPIRING
MINDS

Mill Hill Schools

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