

## Chef

### Job Description

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<b>Job Title</b>
Chef
<b>Salary</b>
Grade 15
<b>Responsible to</b>
Catering Manager/Kitchen manager
<b>Hours</b>
30 hours per week including a 1 in 3 weekend shift and rota to work 1 Evening per week Mainly Monday, Tuesday, Thursday 7am-1.30pm /Wednesday 12.30pm-7.30pm/Friday 7.30am-1.30pm Term-time only plus 5 weeks (40 working weeks) Permanent

<b>Job Purpose</b>
To carry out the duties of the post as directed by the Kitchen Manager and Catering Manager

<b>Main responsibilities and duties</b>
<ul style="list-style-type: none"> <li>• Preparation of food, cooking of meals and baking as required by the school timetable and calendar</li> <li>• Serving meals ensuring correct portion control</li> <li>• Maintain good hygiene standards at all times</li> <li>• Clean kitchen equipment and its surrounds regularly and report faults to the Head Chef</li> <li>• Prepare and serve meals at school functions</li> <li>• Provide cover for absent staff</li> <li>• Ensure health and safety standards are maintained to a high standard</li> <li>• Take responsibility for the activities performed by the General Kitchen Assistants working on their shift.</li> </ul>
<b>Additional Duties</b>
<ul style="list-style-type: none"> <li>• Promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is everyone's responsibility.</li> <li>• 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>• Promote actively the school's corporate policies</li> <li>• Continue personal professional development as agreed including attending training sessions or training courses even when these may be outside duty days</li> <li>• Undertake other responsibilities as determined by the Head, following consultation</li> </ul>

**Key Contacts and Relationships**

Kitchen Manager, Catering Manager, KDR Staff, Pupils, Boarding Staff

**Special notes of conditions**

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

**Review**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

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## Person Specification

Category	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good basic education</li> <li>• Basic Food Hygiene certificate</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ 2 or equivalent in professional cookery.</li> </ul>
<b>Knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>• Food preparation and cooking experience in a high production food setting</li> <li>• Food hygiene awareness</li> <li>• Awareness of health and safety requirements in a high-risk environment</li> <li>• Ability to work as part of a team</li> <li>• Good interpersonal skills</li> <li>• Ability to work and communicate with young people</li> <li>• Ability to accept and follow instructions</li> <li>• Ability to work unsupervised</li> <li>• Ability to work in a way that promotes the safety and wellbeing of children and young people.</li> </ul>	
<b>Interpersonal and communication skills</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils</li> <li>• Positive, proactive and solution focused</li> <li>• Ability to cope under pressure</li> <li>• Excellent interpersonal skills</li> <li>• Openness to learning and change</li> <li>• Positive attitude to personal development and training</li> <li>• Professional and approachable.</li> </ul>	
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Able to display an awareness, understanding and commitment to the protection and safeguarding of children.</li> </ul>	

	<ul style="list-style-type: none"><li>• Commitment to maintaining confidentiality, discretions and tact at all times.</li><li>• Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK</li><li>• 2 professional references</li></ul>	
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