



## **Midsomer Norton Schools' Partnership**

**Job Title** Lead Chef

**Reports to** **Catering Manager**

**Grade** **Grade 4 SCP 7 to 8**

**Job Purpose** To support the Catering Manager to deliver the catering service, to supervise catering staff and provide healthy school meals on a daily basis.

### **Principal Accountabilities and Standards**

- Manage the catering service provision for either Brougham Hayes campus or Upper Oldfield Park campus under the direction of the School Catering Manager
- To contribute to the development of the catering staff both in terms of services provided and objective setting ensuring maximum effectiveness and efficiency at all times.
- Support the management of health and safety on a daily basis to ensure that it satisfies statutory requirements i.e. COSHH and HACCCP
- With the Catering Manager ensure the effective and efficient implementation of School policies and the achievement of the School's objectives, including financial ones.
- Ensure adequate stocks and supplies are maintained, rotated and recorded under the supervision of the Catering Manager.
- To work on either campus as directed by the Catering Manager.

### **Main Duties & Responsibilities**

- To supervise and assist in the preparation of food as directed using industry recognised catering techniques, methods, equipment and food commodities (e.g. fresh, blast/cook chill, frozen and dehydrated products) including the production of sandwiches, baguettes, salads, simple sauces, biscuits and pre-mixes according to requirements
- Assist with portion control and nutrition analysis. To include the provision of special catering needs i.e. dietary and preferences of service users
- Provide assistance to internal and external commercial catering events.
- Supervise the catering staff, reporting to the Catering Manager.
- To supervise the setting up of the service counter, service of food according to type of service used and clearing of service area. To include, where appropriate, ensuring safe delivery of food (at the correct temperature) to customers and assist colleagues in ensuring that access to food and beverages are available in accordance with service needs.
- To wipe tables and supervise lunch queues when required.

- To wash crockery, cutlery, cooking and serving utensils and kitchen machinery when required.
- To support the Catering Manager in maintaining all food stock levels, to include stock taking and stock rotation.
- To ensure the monitoring and maintaining of records of daily fridge and freezer and food temperature in accordance with Food Hygiene Regulations and Health & Safety Policy.
- To assist in the routine and in-depth cleaning of the kitchen, dining room and kitchen equipment on a regular basis using equipment and chemicals as recommended, in accordance with Health & Safety and COSHH requirements.
- To assist the Catering Manager in any task associated with catering which is required and to develop, under instruction, skills in this area.

### **General**

- Manage workload to meet deadlines.
- Develop and maintain professional relationships with internal colleagues and external clients.
- Actively engage in the school's appraisal process.
- To attend all department meetings and relevant staff meetings.
- Attend all training courses as directed by the Line Manager.
- Maintain discretionary confidentiality according to organisation and legal requirements.
- Contribute to the protection of children as appropriate, in accordance with any agreed policies and guidelines, and to report any issues or concerns.
- Play an active and positive role in the life of the school, sharing its aims and objectives.
- Promote equal opportunities and diversity.

### **Physical Effort**

At certain points of the day the postholder will be expected to undertake bending and lifting in the course of their duties e.g. lifting trays of food in and out of the oven and to the service area, moving food stores following deliveries.

### **Working Environment**

The postholder will be exposed to heat and steam during cooking periods.

Protective clothing must be worn at all times. Protective headgear need only be worn if working in the kitchen and service area.

This list is intended as a guide and is not exhaustive. The post holder is expected to be flexible and adaptable. This job description may be reviewed from time to time and amended after discussion with the post holder. It does not form part of the written particulars of employment of the post holder.

**Midsomer Norton Schools' Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure Barring Service Certificate is required for this post prior to commencement.**

### **Person Specification**

It is expected that the post holder will possess the following attributes:

E/D = Essential/Desirable
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Working at a supervisory Chef level with a minimum of 2 years' experience	E
Hold relevant catering qualifications (City and Guilds 706/1 & 2 or NVQ Level 2 or 3)	D
Hold a valid food hygiene certificate at level 2	D
Good general education including English and Mathematics to GCSE Level or equivalent	D
Up to date knowledge of Health and Safety pertaining to catering, including COSHH	E
Have a strong knowledge of nutrition and dietary requirements	D
Efficient stock control management	D
Commitment to high standards	E
Excellent communication and organisational skills	E
Can successfully supervise a team	D
Can identify strengths and weaknesses in the team	D
Approachable manner	E
Extremely well-organised	E
Resilient and calm under pressure	
Ability to undertake bending and lifting in the course of duties e.g. lifting trays of food in and out of oven and the service area, moving food stores following deliveries and moving tables, chairs and trolleys.	E
Develops good working relationships with the wider School community	E
Communicates well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Professional attitudes to use of authority and maintaining discipline</li> <li>• Understanding of safeguarding and promoting the welfare of young people</li> </ul>	E
Commitment to the ethos and vision of the School	E