

## **JOB DESCRIPTION**

<b>Company</b>	Colston's School
<b>Location</b>	Stapleton, Bristol, BS16 1BJ
<b>Job Title</b>	Chef
<b>Liaises with</b>	Fellow employees and all departments
<b>Reports to</b>	Head Chef

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### **1. Job Purpose Statement**

To assist in the provision of a professional food service to the pupils and staff at the school, with specific responsibility for the standard of production of all food at the required times to the customers' satisfaction.

### **2. Job Accountability**

#### **Staff Relations**

- To work in harmony with fellow employees.
- To assist where instructed with the induction of new fellow employees.
- To comply with the instructions of your immediate supervisor.
- To report any incidents, accidents or potential accidents to your immediate supervisor.

#### **Training**

- To undertake all training that may be required for the purpose of your employment.
- To comply with all training policies and procedures as required by Colston's School.

#### **Kitchen Hygiene**

- To maintain the required standards of hygiene and cleanliness throughout.
- To accept deliveries as directed and ensure that the correct storage methods and temperature controls are adhered to.

- To comply with the cleaning schedules and rotas ensuring the highest possible standards of hygiene and cleanliness are maintained.

### **Food Preparation and Service**

- To work within guidelines set in the Food Hygiene Manual as required by Colston's school.
- To assist at service times, as required, in a friendly and helpful manner.
- To ensure the efficient back up with sufficient supplies throughout the service period.
- To ensure that food is adequately and correctly garnished prior to and during service.
- To ensure that service counters are clean and kept clean during service, with the correct service equipment available prior to the commencement of service.
- To ensure that the Kitchen is left hygienically clean and tidy after each meal service
- To prepare and cook all menu items to the highest standards, whilst achieving all areas set out in the Health and Safety and Food Hygiene Manuals.
- To taste all dishes before service.
- To work to costing sheets and specified recipes.
- To batch cook where possible to reduce wastage.
- To record wastage and report any other relevant information to your supervisor.

### **Health, Safety and Hygiene**

- To ensure the required standards of operation for all areas are met in full.
- To assist in the implementation of all policies and procedures as required by Colston's school.
- To comply with the cleaning schedules and rotas ensuring the highest possible standards of hygiene and cleanliness are maintained.
- To comply with the standard of dress and ensure that correct uniform is worn at all times while on duty.

### **Policies**

- To ensure that policies and procedures are followed at all times as required by Colston's school.
- To meet the many and varied demands and requests of management.
- To establish and maintain friendly and professional relationships with pupils and staff.

- To report any incidents or accidents of fire, theft, loss, damage or unfit food.

### **Generally**

- To attend managers' meetings whenever necessary.
- To attend training sessions whenever necessary.
- To report any customer complaints or comments and take action, if at all possible, to satisfy the customer.
- To assist with stock taking and dish costings when required.
- Any other reasonable request from the Head Chef or Head of Domestic Services.

### **Review**

This role profile is not exhaustive: it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Colston's School would aim to reach agreement to the changes.

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Colston's is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service (DBS).*