



Job Description

Role	School Chef	Base Location	River Academy
Pay Scale/ hours	Grade 6, spinal points 18-24. 37 hours per week, Term Time Only plus INSET days	Reports to	Trust catering manager
Purpose	<p>The specific responsibilities of the role will be reviewed annually in the context of a growing school and may be amended in discussion with the postholder.</p> <p>Under the direction of the Trust Catering Manager and ultimately with a team of experienced catering assistants, this role will provide cooked meals, food ordering, controlling service and cleaning of catering facilities, plus related other catering duties.</p>		
Scope	Staff responsibilities:		Financial accountability:
	Assistant school chef (when in post) Cafe Supervisor (when in post) Catering Assistants		To work with the Trust catering manager to monitor spend
Relationships	The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to, school leaders and colleagues in other Trust schools, school staff, students as required.		
Supporting Maiden Erlegh Trust	The postholder may occasionally be required to support other schools in the Trust.		
Main duties and accountabilities	<p>The specific responsibilities of the role will be reviewed annually in the context of a growing school and may be amended in discussion with the postholder.</p> <ul style="list-style-type: none"> • Preparation of food, ensuring that catering staff are maintaining catering standards, to help develop catering service including menu planning, allergen menu creation and support, temperature control and assist with staff rotas • Controlling service and the cashless tills, maintaining records of daily takings • Cleaning kitchen equipment to food safety standards • To be aware of the need for good hygiene practices and ensure high standards of: <ul style="list-style-type: none"> ○ Personal hygiene and staff standards ○ Kitchen hygiene in the preparation and service of food ○ Cleanliness of equipment and premises • Undertake any training needed to comply with hygiene regulations and the schools' standards • Line management of catering assistants • Provide support for other Trust schools in times of significant staff absence <p>Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder</p>		



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Person Specification

Role	School chef	School/Department	River Academy
Grade	Grade 6, spinal points 18-24	Group Size	School Group Size 6
Qualifications, training and education	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent • Food Hygiene qualification an advantage or willing to train • First aid trained or willingness to undertake training 		
Experience	<ul style="list-style-type: none"> • Knowledge of Health and Safety regulations and first aid • Experience of serving students and staff • Experience of fresh food preparation, service, within a large catering operation • Knowledge of Health and Safety regulations, COSHH • Experience of line management of staff (desirable) 		
Skills and abilities	<ul style="list-style-type: none"> • Good interpersonal and communication skills, both written and verbal, with a range of people • Demonstrable proficiency in all Microsoft Office applications to support the role • Good organisational and planning skills, able to manage own time, prioritise and meet deadlines • Reliability • Tact, sensitivity, and diplomacy • Confidentiality • Able to contribute and work effectively as part of a team • Pro-active, flexible, and adaptable • Attention to detail • Able to show initiative and work independently as required • A willingness to learn and develop personal skills • A sense of responsibility and ownership • Able to problem solve • Capable of moderate physical activity (lifting pans, standing) <p>To be aware of the need for good hygiene practices and ensure high standards of:</p> <ul style="list-style-type: none"> • Personal hygiene • Kitchen hygiene in the preparation and service of food • Cleanliness of equipment and premises • Capable of physical activity (lifting heavy pans, working in hot environment, mopping floors, using industrial cleaning chemicals) • Decision making skills 		



Requirements specific to the role	All staff are expected to be committed to safeguarding, equality and promoting the welfare of children and young people and to be aware of local safeguarding policies and procedures and to report any concerns or information received as required.
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The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed: Post holder	
Date:	

