



LONDON INTERNATIONAL SCHOOL

To provide an exceptional education that draws out the unique potential of each student

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Chef Manager Job Description

Purpose: Halcyon London International School are seeking a talented Chef Manager to be responsible for all aspects of the in-house catering service. This includes delivering over 400 high quality vegetarian lunches, morning and afternoon snacks everyday; providing catering for family, staff and student events; managing the catering team of five staff; having a strong 'front of house' presence; and working with the Director to support a broader whole school learning process in relation to food and nutrition.

Responsible to: Finance and Operations Director

About the School: Halcyon London International School is the only not-for-profit, co-educational, exclusively International Baccalaureate School in London. The School is a truly inspiring and progressive place to grow, develop and learn.

The School is committed to making its food agenda as important as every other aspect of learning. Halcyon prides itself on serving a nutritious, creative, freshly prepared vegetarian menu that reflects the school's international mindedness and commitment to sustainability. The School building is a shared facility and as such the kitchen will need to cater to several different groups outside of the school community.

The following list serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform different tasks as necessitated by the development of this role as the practice develops, and the overall business objectives of the practice change.

Areas of Responsibility and Duties

1. To have overall responsibility and accountability for the management, provision and delivery of the school's catering service and catering team.
2. To assist in developing catering operational procedures, practices and policies that will support the school to meet its strategic objectives
3. To plan and implement work rotas and to supervise staff and delegate tasks appropriately
4. To have overall responsibility for the standard of preparation, cooking and service of food, and general cleanliness of the catering and service areas

Halcyon London International School is committed to safeguarding and promoting the welfare of children and will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where necessary). Please see our Safeguarding & Promoting Welfare of Children Policy for full details of our safer recruitment procedures

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5. To work within a set budget and ensure accurate administration and record-keeping of the catering service.
6. To ensure equipment is maintained and defects reported. To ensure all food items and other commodities are stored correctly
7. To ensure that all menu design and ingredient ordering is in accordance with the designated product/suppliers' lists, taking into account known preferences, seasonal demands and cost. To support the sustainability objectives of Halcyon London.
8. To participate in the recruitment and selection of catering staff in conjunction with the Finance and Operations Director
9. To be responsible for staff induction on all matters including health & safety, kitchen processes, site awareness
10. In liaison with the Finance and Operations Director and HR, to identify any professional development needs and carry out on-the job training for the catering team and carry out on-the-job training
11. To work with the Director and SLT to support a broader whole school learning process in relation to food and nutrition.
12. To ensure compliance with Health and Safety at Work Act, the Food Safety Act, Food Handling and Hygiene Regulations and all other relevant legislation and standards
13. To safeguard and promote the welfare of children
14. To carry out such other duties that may be required to meet the exigencies of the services.

Person Specification

The successful candidate will be expected to have the following:

EXPERIENCE & KNOWLEDGE

- Experience of leading and managing a school catering service
- Experience of dealing with families, staff and students with a variety of cultural and language backgrounds
- Experience of managing staff and modelling efficient and effective practice
- Knowledge of managing budgets and operating within financial parameters
- Knowledge of Health and Safety Act, Food Safety Act, and other relevant legislation
- Recognised Catering Qualification[s]; Preferably Degree/City & Guilds/NVQ Level 3
- Minimum Qualification: CIEH Level 2 Award in Food Safety



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SKILLS & ABILITIES

- A creative vegetarian [& vegan] cook who is able to cater well beyond traditional school provision
- Ability to lead, manage and develop a groundbreaking school catering service
- Ability to use own initiative, prioritise workload and respond positively to changing work demands
- Commitment to continuous quality improvement and the skills to manage systems to achieve such, including service user feedback
- Skills to work with the Director and SLT in supporting food and nutrition within the curriculum
- Well rounded communication skills

OTHER

- An inclusive, thoughtful, friendly and caring outlook
- Availability to work outside normal school hours on occasions
- A record of suitability to work with children

The following would also be desirable:

- Knowledge of international schools
- Experience of living in different countries
- An international outlook and lifestyle.

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