**JOB DESCRIPTION**

**School:** Central Foundation Boys' School
**Position:** Head Chef
**Pay Scale:** NJC pay scale P02 pt 31 of £47,367pa – P03 pt 36 of £52,920pa; actual salary, based on the term time only hours and 37.5h/week will range from £44,894pa to £50,157pa depending on experience
**Hours:** full-time, 37.5h a week (7am – 3pm, 30 min unpaid lunch break), term time only (39 weeks)
**Reports to**: Finance and Resources Director

**PURPOSE OF THE POST**

To lead, innovate, motivate and work with a team whose aim is to serve fresh, interesting and nutritious school meals within budget which meet Government and the School's standards at all times.

To lead on developing a food and cookery curriculum for the whole school and food related projects and have high aspirations for the future of food at School.

**FOOD PREPARATION, QUALITY & STANDARDS**

- To lead and work as part of a team preparing fresh food to meet the specified standards.
- To lead on the implementation of the school food improvement programme in partnership with Chefs in Schools charity.
- To prepare meals in accordance with an agreed seasonal 3-week menu cycle and to change this in accordance with the school food standards and allowing for allergen issues, ensuring full adherence to recipes, food presentation standards and portion control.
- To understand the needs of those pupils with special dietary requirements and ensure they are catered for.
- To work to deadlines to ensure meals are served promptly.
- To ensure that meals are presented and served in an attractive way.
- To ensure that work is carried out hygienically, safely and tidily at all times within the prevailing legislative framework.
- To help promote school lunches and uptake through taster days, parent events, newsletters, theme days and other events and methods.
- To support the School's emphasis on pupils' health and well-being. To support on projects such as a herb garden on the school site and food recycling projects.
- On occasion, and with agreement, to lead on food preparation for special events, which may be outside normal hours.
- To make regular contributions to breakfast club food and after school food provision within reasonable time constraints.
- To lead cooking classes for children.

- To liaise with school gardener on using school garden produce or instigate a gardening project if there isn't already one in place.

**ADMINISTRATION**

- To be responsible for the financial and administrative tasks associated with ordering food and sundries, including checking delivery notes and invoices.
- To monitor, control and reduce waste and make recommendations to the Operations Manager for menu adjustments.
- To provide management information including the breakdown of meal numbers and meal costs on a weekly basis and on request.
- To record and monitor staff attendance and absences.
- To conduct stock takes on a monthly basis and on request.
- To report any complaints or incidents to the school Finance and Resources Director or Headteacher.

**HEALTH & SAFETY**

- To ensure that policies and procedures with regard to health and safety and hygiene are understood by all kitchen staff and adhered to at all times.
- To review the food and relevant health & safety policies.
- To ensure cleaning schedules are carried out.
- To ensure all kitchen staff wear the correct uniform at all times.
- To ensure all kitchen equipment is maintained in good condition and any faults are reported to the School and the Business Manager.
- To maintain the school's online software, Food Alert, in terms of compliance and school's catering provision management.

**MANAGEMENT**

- To ensure there are sufficient staff at all times and to arrange appropriate cover where necessary and authorised.
- To ensure all staff are trained in health, safety and hygiene.
- To ensure all staff are inducted, including fire evacuation procedures, first aid, safe use of equipment, dealing with children, etc.
- To take all necessary steps to ensure the maximum security of kitchen supplies, equipment and monies.
- To set a standard of behaviour to colleagues which is polite, honest and friendly.

**GENERAL**

- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.

**Safeguarding**

- To follow the school's policy in respect of safeguarding and child protection and ensure the health and safety of the students.

These duties may be varied at the reasonable discretion of the Headteacher.

This school 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 criminal record check will be carried out prior to confirming an offer of appointment.

**PERSON SPECIFICATION**

**School:** Central Foundation Boys' School

**Position:** Head Chef

**EXPERIENCE**

- Experience of catering.
- Previously managed, assisted or deputised own unit.
- Experience of leading a team and training them in basic kitchen skills.

**KNOWLEDGE**

- Good foundation and higher level knowledge of food preparation methods including: balancing meals, portioning, stock rotation and ordering.
- Strong knowledge of baking.
- Ability to cook to a high standard across multiple disciplines.
- Interest in cuisine and furthering knowledge of food.

**SKILLS**

- Ability to read and implement instructions, such as Health & Safety and Food Hygiene regulations.
- Ability to create and help implement interesting and healthy menus.
- Able to use and clean machinery and light equipment.
- Demonstrate a willingness and enthusiasm for training and progression.
- Able to encourage children to select a balanced meal.
- Able to communicate and relate well with all kitchen, school staff and pupils.
- Able to train staff in basic kitchen skills.
- Able to plan and run cooking classes and impart knowledge and skills.
- Able to work on own and within a team.
- Able to lead and motivate staff.
- Display a commitment to the school's ethos and policies.
- Display and maintain a high standard of personal hygiene.
- Work effectively in a busy environment.

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