



## EAST BARNET SCHOOL Job Description

Post: **Junior Sous Chef**  
Reporting to: **Chef Manager**  
Location: **East Barnet School**  
Grade: **Band 5**  
Hours: **36 hrs per week, 39 weeks per annum (term-time + 1 week)**

Job purpose: To assist the Chef Manager in the provision of catering services to a high standard in the East Barnet School kitchen.

### Duties and responsibilities /Job specification

1. To ensure a high standard of catering activities to include food preparation, cooking, portion control and to be responsible for ensure stock rotation.
2. To assist the Chef Manager to organise and supervise all aspects of food service as required.
3. To be aware of customer needs and to ensure that the food served encourages Healthy Eating for Schools.
4. To ensure that staff work safely in accordance with food hygiene, allergen and health and safety legislation.
5. To ensure that temperature controls are strictly adhered to.
6. To ensure that food is prepared, cooked and served in a safe manner.
7. To attend training courses and assist with on the job training of other kitchen staff when required.
8. To be responsible for running the catering facility in the absence of the Chef Manager.
9. To be responsible for the day to day supervision of tasks, particularly during service, in order to ensure the service is running smoothly and students and staff are receiving an excellent dining experience.
10. To ensure excellent care, to the agreed standards according to East Barnet School's values.
11. To support the Chef Manager in the delivery of Theme Days.
12. To ensure that confidentiality is maintained in all aspects of work.
13. To have a degree of flexibility in order to deliver services effectively, as the postholder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post.
14. To assist in and to take responsibility for ordering, taking and recording deliveries in the absence of the Chef Manager.

### Other duties and responsibilities

1. Promote the positive values, attitudes and behaviour expected from all students by treating them with respect and consideration.
2. Always model the ethos and vision of the school.
3. To be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.

4. To carry out other reasonable duties within the scope of this post, as and when requested by the Chef Manager, Headteacher or any other member of the Senior Leadership Team.
5. To attend INSET training sessions as directed by the School Business Leader.

### **Person Specification**

#### **Essential**

1. Right to work in the UK.
2. Experience of working in a large, busy kitchen at Chef de Partie level or above.
3. Good interpersonal skills with colleagues and students, demonstrating the school values of kindness and respect.
4. Ability to prioritise and work to deadlines.
5. Excellent organisational skills.
6. Patience and a calm manner.
7. Flexibility and reliability.
8. Capacity for hard work and working effectively under pressure.
9. Knowledge of School Food Standards (desirable) and relevant legislation, including allergens.
10. Basic IT skills and good numeracy skills.
11. Committed to teamwork and working collaboratively with colleagues.
12. Confidence and self-motivation to work well and be decisive under pressure.
13. Level 2 Food Safety qualification or willingness to undertake relevant training.
14. Trained in First Aid (desirable).
15. Willing to attend training appropriate to the post.
16. Commitment to the safeguarding and welfare of all students.
17. This post is subject to an enhanced DBS check.