



City of London Academy (Southwark)

Job Description

Head Chef

Grade	JE5
Salary	£25,413 - £28,645 pro rata'd salary per annum
Responsible To	Executive Chef
Hours	Term time only, 40 Hours Per Week – 07:00am -15:30pm.
Job Purpose	<ul style="list-style-type: none"> Responsible for the management and organisation of the catering provision in accordance with the required standards and statutory regulations and ensure the efficient and economic use of all allocated resources to meet the rigorous standards required and result in a good quality service to students and other customers. Manage the Catering Team to ensure that high standards and statutory regulations are maintained in all areas of catering at both sites.
Key Accountabilities	<p>Motivating and Managing Staff</p> <ul style="list-style-type: none"> Constant monitoring of team performance, to ensure all customers receive a 'smile', 'welcome' and 'thank-you' To line manage the catering team at CoLA ensuring an effective and efficient service to the Academies by delivering training including basic induction, managing performance and modelling effective behaviour To ensure effective liaison between managers, teaching and support staff and hold regular team meetings with catering staff To undertake recruitment, induction, appraisal, training and mentoring of managed staff Control and minimise all absence leave e.g. sick leave, bereavement, medical appointments. In conjunction with HR Department carry out return to work interviews in line with absence monitoring policy including taking advice and take actions to manage appropriate disciplinary actions. Manage team two-way communications. Manage the team to ensure all staff are dressed in full clean uniform and wearing appropriate footwear. Manage employee performance and conduct taking appropriate actions towards correcting shortfalls. Meet with Line Manager formally at least weekly to review business needs and issues and take appropriate action <p>Meal Planning and Meal Provision</p> <ul style="list-style-type: none"> Plan, operate and control the production and service of school meals and other catering requirements. Plan menus, co-ordinate and supervise the preparation, cooking, portioning and presentation of meals to standards and costings as defined by the line manager and CFO.

	<ul style="list-style-type: none"> • Ensure that all meals and refreshments are of optimum nutritional value and comply with the current Nutritional Standards across both sites • Ensure specific dietary and cultural requirements are catered for. • Support the Executive Chef at COLA with meal planning and meal provision <p>Safety and hygiene</p> <ul style="list-style-type: none"> • Responsible for the overall cleanliness and hygiene of the Catering Department's premises and equipment, ensuring these are maintained and operated to the standards required statutorily and in accordance with the Academy's Health, Safety and Hygiene Policy across both sites • Implement and adhere to safe and hygienic working practices and regulations by ensuring that only authorised personnel operate and clean specific machinery <ul style="list-style-type: none"> Adhere to and implement the COSHH Regulations and Health and Safety Standards or Food Hygiene Regulations. • Undertake frequent checks on the personal hygiene of kitchen personnel, dining room and kitchen areas • Maintain the Accident Book at all times. • Develop and implement correct procedures for handling storing chilled and frozen foods • Plan, deliver and record all statutory and statutory food safety and health and safety training regularly to all team members • Carry out basic food standards training and ensure all staff has up to date food hygiene quantifications • Oversee the safe and hygienic disposal of rubbish <p>Stock Control</p> <ul style="list-style-type: none"> • Oversee the, delivery, checking and inspection of all light equipment, materials and food stocks • Regular checking of suppliers' prices is to ensure that stock and supplies are purchased economically whilst maintaining a high level of quality within the agreed budget. • Monitor and manage food stocks and supplies, maintaining an up to date record of all these at all times and avoiding wastage and deterioration. • Manage restaurant monthly stock takes • Manage, monitor and control usage levels of food, non-perishable items and chemicals <p>Finance</p> <ul style="list-style-type: none"> • Assist the Executive Chef in preparing the Annual Budget. • Achieve and maintain food cost in accordance with the Catering Budget • Maximise sales and profits through proactively developing business improvements regularly, efficient deployment of subordinate staff, active promotion of daily menu, special offers and promotions • Complete and analyse production sheets and wastage daily and take corrective actions to maximise profit and productivity • Monitor and implement use of recipes and specifications in food production • Responsible for achievement of the restaurant's annual budget, gross profit targets and overhead budgets
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	<ul style="list-style-type: none"> Produce cost/sales and waste analysis when required by the Executive Chef <p>Communication</p> <ul style="list-style-type: none"> Ensure that merchandising procedures and aids are applied to sustain interest in the range of food and beverages being offered and that, when appropriate, effort is made to increase sales. Develop and maintain good working relationships with Academy staff and Customers through regular personal contact, including representing the Catering Department at any Catering or other meeting required <p>Support for Students and Staff</p> <ul style="list-style-type: none"> Participate and contribute to wider school activities relating to the catering service, nutritional values and education and food technology Assist the food tech department in lessons and participate in special functions as required <p>Administration</p> <ul style="list-style-type: none"> Ensure that the Academy's food policies are communicated to, understood and adhered to by all subordinate staff Respond to customer feedback and take swift, meaningful actions Make arrangement on a daily basis with an agency to replace staff, who are calling in sick. Carry out all administrative activities in respect of Catering controls and records, ensuring that proper returns are made as necessary Manage out of hours hospitality events To undertake such other duties as reasonably correspond to the general character of the post and commensurate with roles of this level within the Academy.
Statutory	<ul style="list-style-type: none"> To work within a framework of best practise governed by the relevant occupational standards to support excellence in teaching and learning To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the school To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and relevant EC directives To adhere to the Academy's Equality policy in all activities, and actively promote equality of opportunity
<p><i>The City of London Academy (Southwark) is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers</i></p>	



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Person Specification

Job Role: Head Chef

QUALIFICATIONS

No	Description	Rating
1.	Must be qualified to at least HCIMA/NEBSS/C and G708/NVQ food preparation and cooking 1 2 and 3	Essential

SKILLS & EXPERIENCE

No	Description	Rating
2.	At least 10 years' experience in the industry	Essential
3.	Sound knowledge of Health & Safety, HACCP & COSHH Regulations and associated Codes of Practice	Essential
4.	Good reading writing & arithmetic skills & ICT skills	Essential
5.	Extensive knowledge of fresh seasonal produce, cooking methods, food production and current trends.	Essential
6.	Knowledge of nutritional value of food and also to control wastage of food produce	Essential
7.	Ability to communicate and work with people at different levels	Essential
8.	Ability to work on your own initiative with the minimum amount of supervision	Essential
9.	Good organisation skills	Essential
10.	Good organisation skills	Essential
11.	To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	Essential