



## JOB DESCRIPTION CHEF

### THE SCHOOL

RMS is a leading independent girls' day/boarding School with 1000+ pupils aged 2 to 18 and over 350 teaching and support staff, situated on a 200-acre parkland site near Rickmansworth in Hertfordshire. This is a unique school where we combine dynamic teaching and learning with traditional expectations that are rooted in a long and proud history. RMS is committed to educating young women to be creative, enthusiastic and generous contributors to an ever-changing world. Potential candidates are strongly encouraged to visit the school website [www.rmsforgirls.org.uk](http://www.rmsforgirls.org.uk) for more information about our thriving school, with its excellent value added results and inclusive community spirit that encourages both girls and staff to work to their potential and beyond.

### THE ROLE

A position has arisen in the Catering Department working 40 hours per week on a 52 week contract. Reporting to the Head Chef, this is an important role, working as part of a busy team to deliver a high standard of food for pupils.

The role also involves responsibility for the provision of weekend catering for the boarding community so requires a level of independent working too. The shift pattern is normally Saturday-Wednesday and includes split shifts on Saturdays and Sundays.

In addition to catering for pupils, the department caters for a wide range of both school and external events ranging from working lunches and fork buffets to formal 4 course meals for up to 350 guests.

### JOB SPECIFICATION

#### Main Duties and Responsibilities

- To ensure the efficient daily running of the kitchen alongside the Head Chef in the production of the day's catering requirements.
- To ensure that the food is presented on time, is of a high quality and is produced in accordance with the H.A.C.C.P food safety regulations.
- To ensure that all kitchen audits are completed as directed and that the kitchen meets the standards required in the H.A.C.C.P food safety regulations.
- Assistance with small, occasional catering requirements and occasional emergency cover in the event of staff sickness will be required, for which hours will be accrued as time in lieu.
- Any other responsibilities as delegated by the Head Chef or Catering Manager.

#### PERSON SPECIFICATION:

##### Experience and skills - Essential:

- NVQ level 1 & 2 in Catering and Hospitality (or equivalent)
- A minimum of three years' experience of working in a busy professional Kitchen
- A minimum of Level 2 Food Hygiene certificate
- Must be able to work as part of a team but also independently
- Have excellent time management skills

**Desirable:**

- Previous experience of working in an **educational** environment is an advantage.
- Allergen training

**PERSON PROFILE**

The post holder should demonstrate flexibility and enthusiasm and enjoy working with all members of the School community. The successful post holder will need to demonstrate:

- Possess a customer focussed, 'can-do' approach to their work.
- Be punctual, reliable and conscientious.
- Communicate clearly and politely with colleagues and academic staff.
- Be self-motivated and able to work alone, as well as part of a team when required.
- Possess a keen attention to detail.
- Demonstrate flexibility in terms of hours and duties performed.

**TERMS OF EMPLOYMENT**

The terms of employment include:

- A contract for 52 weeks per year including 6 weeks' paid holiday.
- Contracted to work 40 hours per week as per a rota to include weekends and occasional evenings (typically this role is Saturday – Wednesday).
- The post holders pay on the RMS Support Staff Pay Scale will be S13, £23,421 per annum.
- Access to the RMS Pension Scheme with 5% contribution from the employee which is matched by the employer.
- **Accommodation available at preferential rent**
- Preferential gym membership
- Free car parking whilst on duty
- Uniform provided

**DISCLOSURE AND BARRING SERVICE**

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post will require an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

**SAFEGUARDING CHILDREN**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

**Revision of Job Description**

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.