

Slough and Eton School

Job Description

HEAD CHEF

Responsible to: Catering Manager

Main purpose of the job

Responsible for the operational efficiency of the day to day running of the Catering department. Planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management. Maintenance of the highest standards of staff management, hygiene and health and safety.

Main job functions and responsibilities. The post holder will:

CATERING

1. Be responsible for the day to day running of the catering operation.
2. Be responsible for the preparation and presentation of all food to the required statutory regulations and school standards.
3. Ensure that methods of preparation and presentation comply with current recognised catering standards and food safety legislation.
4. Order raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly.
5. Ensure all Catering Assistants carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines.
6. Ensure all catering staff adhere to the portion standard yields as stated within the recipe specification and required by the school.
7. Be responsible for the monitoring of menu planning and ordering.
8. Ensure the prompt service of all meals, breaks and functions provided, as required by the Catering Manager/Headteacher.
9. Implement local promotions/theme days, as required.
10. Ensure that all catering activities are carried out in line with the pre-agreed school budget.
11. Ensure any comments regarding the catering operation – positive or otherwise, are noted and acted upon appropriately.
12. Purchase all supplies through agreed suppliers and advise the Catering Manager of any unsolved difficulties with suppliers
13. Be responsible for stock control and rotation of stock.
14. Occasionally organise special functions, which may be outside of normal working hours.

COMMUNICATION

1. Maintain regular contact with the Catering Manager.
2. Actively monitor satisfaction with food.
3. Hold regular team meetings/briefings with all catering staff and liaise with senior managers as required.
4. Be responsible for the immediate reporting of staff absences to the Catering Manager.

TEAM LEADERSHIP

1. Assist with the induction of all new members of the catering staff.
2. Assist with the monitoring of staff performance, providing training and development as necessary.
3. Be involved in the discipline of staff in accordance with the School Procedure, as required.

HEALTH AND SAFETY

1. Report all accidents and unfit foods.
2. Ensure that all aspects of health and safety legislation are complied with so far as the catering service is concerned.
3. Ensure that the cleaning schedule is complied with and carry out cleaning as required.
4. Ensure compliance with Food Hygiene Management system including daily monitoring records.

OTHER

1. Take all necessary steps to ensure maximum security of kitchen supplies and equipment.
2. Undertake the appropriate promotion and marketing of the catering service.
3. Identify and recommend improvements and cost savings to the benefit of the school.
4. Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Catering manager.
5. Ensure that all duties and services provided are in accordance with the School's Equal Opportunities framework.
6. Carry out any other duties as directed by the Headteacher, as may from time to time be agreed, in accordance with the nature of the job as described above.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Slough and Eton School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

GDPR

During the course of your employment you will have access to data and personal information which should be managed in accordance with the General Data Protection Regulations (GDPR).

Safeguarding Children

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Signed by

Job Holder: Date:.....

Head Chef April 2022

Person Specification

Head Chef

	Essential	Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> • 5 GCSEs at Grade C or above including English and Maths or equivalent. • Minimum Level 3 food preparation and cooking qualification or equivalent. • Health and Safety knowledge with regards to catering equipment, service and staff. • Relevant Certificate in Food Hygiene. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Able to lead and manage a team – day to day management and organisation of work. • Able to respond to a wide range of queries. • Able to use high level decision making skills. • Good organisational skills. • Effective interpersonal skills. • Understanding of catering standards and food safety legislation. • Understanding of menu planning around Healthy Eating nutritional standards for schools. • Able to work to deadlines. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Experience</p> <ul style="list-style-type: none"> • Have a track record of managing and monitoring a team of staff. • Have experience of mass catering and working to budget. • Have experience of managing and facilitating Health and Safety procedures within a catering service. • Have experience of dealing with suppliers and negotiating orders. • Have experience of stock control and rotation of supplies. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Personal Qualities</p> <ul style="list-style-type: none"> ▪ High quality communication skills ▪ A sense of humour ▪ A flexible and adaptable approach ▪ A desire to continue to learn and develop ▪ Resilience and determination to be successful ▪ Commitment to safeguard and promote the welfare of children and young people 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>