



## JOB DESCRIPTION

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| <b>POSITION:</b>     | Chef   |
| <b>REPORTING TO:</b> | Head Chef and then to the Director of Catering                             |
| <b>DEPARTMENT:</b>   | Catering   |
| <b>HOURS:</b>        | 40 hours per week throughout the year on a shift basis over the 7 day rota |

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### Introduction

Epsom College is highly successful independent Co-educational Boarding and Day School for approximately 1100 pupils aged 11 to 18 years and operates 7 days a week during term time as well as a significant programme of events during the school holidays. The School is located approximately one mile from Epsom town, below Epsom Downs, in fine buildings set in a beautiful tree filled campus of some 80 acres.

The Catering Department provides all food and beverages for pupils, staff and visitors. As well as enjoying a professional reputation with the pupils, parents and teachers, it also provides catering services for external customers and other schools and regularly hosts national sporting events, weddings and other functions throughout the year.

### Job Purpose

To effectively work within a team of chefs and porters, ensuring that the kitchen is run to Epsom College's financial and high operational standards whilst assisting with the production of meals and additional functions and meetings during term time. In addition, having the ability to change to commercial business during holiday periods whilst continuing the high standards to produce meals for weddings, conferences and corporate dinner and dances.

### Key responsibilities and accountabilities:

1. Prepare, cook and present high quality food including preparation of pupils special allergies, ensuring that all recipes are processed with catering analysis.
2. Support the senior chefs in the production of menus keeping up with trends and seasons
3. Supervise members of the team, when senior chefs are working elsewhere.
4. Plan and carry out all Food Safety, Allergen and Health and Safety Regulations. Ensuring the all documentation and procedures are followed.
5. Undertake all aspects in the cleaning of equipment within the sections of the kitchen and dining room – walls (up to 2 metres), floors, fixtures, pots, pans, cutlery, crockery, and glassware ensuring that the correct products and PPE equipment are used. According to the cleaning rota or as directed.
6. Monitor and report on production activities and provide relevant HACCP information, reporting on opening and closing activities as required .
7. Maintain and report on equipment, ensuring that all equipment breakdowns are reported to service contractors and that staffs are aware that equipment is faulty.
8. To ensure a high standard of personal and general cleanliness and hygiene to comply with statutory regulations.

9. Liaise and attend meetings with other chefs, and carry out functions necessary to perform duties and aid business development.
10. Attend training and to develop relevant knowledge and skills.
11. Undertake all duties in accordance with the College's safeguarding protocols and procedures.

**Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and attend regular training**

No job description can fully cover all aspects of the role and consequently the duties and responsibilities are likely to evolve and change over time. This description gives an overall view of the position.

**Key Attributes**

- Uplifting and motivating
- Level headed/sensible, mature approach, trustworthy and reliable
- Ability to work flexibly and under pressure
- A good sense of humour
- Good eye for detail and be confident working within budgetary constraints.
- Excellent people skills and able to work within in a large team and / or alone
- A passion to cook great food and have respect for fresh produce
- Flare for presentation of food.

**Knowledge/skills required**

- Substantial and demonstrable experience working within a high volume kitchen operation
- Able to effectively supervise members of the team.
- Extensive skills in the preparation and cooking of high quality food.
- A strong attention to detail in general and in relation to food service (quality, portion size and consistency)
- An understanding and commitment to safeguarding protocols.
- A thorough understanding of Health and Safety, Food Safety and Allergen Regulations
- To demonstrate some computer literacy

**Qualifications**

Minimum of relevant City and Guild 706 1/2 or equivalent NVQ 3

Food Safety

Health & Safety

The selection panel reserves the right to enhance any or all of the desirable criteria to attain a manageable field

**Terms and Conditions**

**Salary:** £34,310 per annum

**Hours:** Full time 40 hours per week throughout the year working 5 days per week over a 7 day shift rota.

**Holidays:** 28 days pa pro rata rising by one day per year up increasing 1 day per year upon completed service up to a maximum of 33 days pa inclusive of bank holidays.

**Pension:** The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with current legislation

**Employee Benefits include:**

**Life Assurance:** Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with life assurance cover at two x contractual annual basic salary

**Private Health Care Plan:** Offered to staff subject to qualifying conditions

**School Fee Discount:** Generous school fee discount available subject to qualifying conditions

**Dining Facilities and Refreshments**

Whilst at work a free meal and refreshments are available when the dining room is open

**Employee Assistance Programme:** including confidential counselling service for employees and family members

**Health Fitness and Wellbeing**

Free membership to the Fitness suite and swimming pool are available to staff at certain times

**Cycle to Work/Parking**

Subject to qualifying conditions, the College offers a cycle to work loan scheme

Free car parking for staff is available on campus

**Computer Loan**

Subject to qualifying conditions, the College offers an interest free computer loan scheme

**Offer of Post:**

In accordance with statutory safer recruitment checks, the post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. Prior to interview, an online search of internet search engines, websites and other publicly available and accessible platforms to ascertain applicant's suitability to work within a school environment will be undertaken on candidates that have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.

**Application**

In compliance with safeguarding regulations, applicants are required to complete the Application for Employment Form available from our website [www.epsomcollege.org.uk](http://www.epsomcollege.org.uk). To comply with safeguarding procedures when working in a school, CVs cannot be accepted. Applicants should refer to the Recruitment, Selection and Disclosure and the safeguarding policies on the College website.

**Applicants are encouraged to contact Bev Spencer, Director of Catering, for an informal chat and further information: tele 01372 821000**