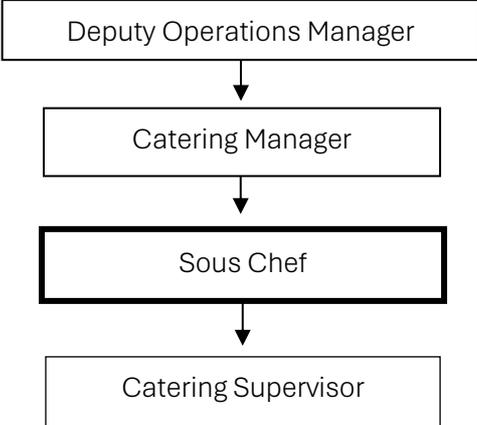


# Sous Chef

*Starting immediately, subject to satisfactory pre-employment checks.*

<b>Reports to:</b>	Catering Manager		
<b>Direct Reports:</b>	Catering Supervisor		
<b>Reviewed:</b>	Annually; last review Oct '24	<b>Employment Status</b>	Permanent
<b>Grade / Pay Scale:</b>	RS05, points 21 to 25		
<b>Salary:</b>	Full-Time Equivalent: £30,825 per annum to £33,945 per annum (pro rata) Actual Salary: £26,750 per annum to £29,458 per annum		
<b>Hours of Work</b>	37 hours per week, Monday to Thursday, 11am to 7pm and Friday, 7.30am to 3pm, term time only plus one week, with occasional evening or weekend work required to support events.		
<b>Job Purpose:</b>	<p>The Sous Chef is responsible for:</p> <ul style="list-style-type: none"> <li>Assisting and supporting the Catering Manager in the provision of an efficient and effective catering service in accordance with healthy eating and DfE guidance.</li> <li>Assisting the Catering Manager in the planning, preparation, cooking, presentation and serving of meals and snacks within an agreed budget.</li> <li>Assisting in the induction and training of catering staff.</li> <li>Ensuring that food hygiene and health and safety regulations are in place and adhered to including the completion and recording of necessary checks.</li> <li>Deputising for the Catering Manager in their absence.</li> </ul>		
<b>Organisation Chart:</b>	 <pre> graph TD     DOM[Deputy Operations Manager] --&gt; CM[Catering Manager]     CM --&gt; SC[Sous Chef]     SC --&gt; CS[Catering Supervisor]     style SC stroke-width:4px           </pre>		

# Main Tasks and Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headmaster and/or the Catering Manager.

Reading School is committed to safeguarding and promoting the welfare of our students. We expect all staff working in the school to share in this commitment and contribute to:

- Providing a safe environment for our students to learn in.
- Identifying safeguarding concerns and acting in line with our safeguarding policies.

## Operational

- Foster a friendly and helpful atmosphere.
- Deal with feedback from service users in a professional manner, including complaints.
- Assist with the organisation of catering staff workloads, including covering for absences and supervising as required.
- Research menus to reflect seasonal produce and school calendar events.
- Assist the Catering Manager in ensuring sufficient and varied menus are provided to meet dietary and healthy eating requirements.
- Prepare and cook meals and snacks to the required standard.
- Ensure that food waste is correctly disposed of according to hygiene and health and safety regulations.
- Assist with the ordering of all commodities, including receiving and checking deliveries.
- Ensure all food is handled and stored correctly, including the rotation of stock.
- Ensure that maintenance, service and deep cleaning requirements are carried out as necessary to ensure a clean, safe and workable environment.
- Assist with cleaning tasks in the kitchen and refectory.
- Maintain a high standard of food and kitchen hygiene.
- Ensure equipment and appliance checks are carried out and recorded as required.
- Ensure all temperature testing is carried out and recorded as required.
- Report any faults with equipment and appliances to the Catering Manager and arrange repairs as required.
- Ensure that vending machines are maintained and filled as required.
- Assist with organising, preparing and carrying out catering for function and events as required.

## Administrative and Financial

- Assist the Catering Manager in sourcing suppliers following best value principles.
- Complete administrative duties to the required level of accuracy, including returns and reports.
- Assist with the financial procedures and activities of the catering service.
- Assist in stock-take procedures as required.
- Input and extract information from the school's catering information system as required.

## General

- Keep up to date with catering, food hygiene and health and safety developments and regulations.
- Attend relevant meetings and training sessions.
- Undertake first aid training and responsibilities as required.

# Job Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

## Qualifications and Training

Essential	Desirable	Evidence
An appropriate catering qualification.	Catering management qualification.	Application Form References Interview Certificates of Qualification
Experience of working in a busy kitchen environment.	Experience of working in a school or similar establishment.	
Experience of designing menus in accordance with school policies and requirements.	First aid qualification or willingness to gain one.	

## Knowledge and Skills

Essential	Desirable	Evidence
Able to communicate effectively with people of all ages and levels.	Promoting the catering service and healthy eating options to its customers.	Application Form References Interview
Able to work in collaboration with the Catering Manager to ensure a high-quality service, which meets the appropriate standards.	Liaising with outside agencies regarding catering legislation and guidance.	
Knowledge of current legislation and requirements, including DfE guidelines for the provision of school meals.	Dealing with catering suppliers, both for produce and equipment.	
Knowledge of the importance of health and safety and food hygiene in a catering environment.	Proficient finance skills to support the Catering Manager in effective management of the budget and costings.	
Working to an agreed budget and best value principles.	Efficient administrative skills to support relevant catering related tasks, e.g., completion of records.	
	Proficient at using Microsoft 365 applications and similar ICT systems.	

## Personal Qualities

Essential	Desirable	Evidence
Ability to build and form good relationships with students and colleagues.		Application Form References Interview
Ability to work constructively as part of a team.		
Able to follow direction from the Catering Manager.		
Able to work flexibly, meet deadlines and to respond to unplanned situations.		
Initiative and ability to prioritise own work.		
Desire to enhance and develop skills and knowledge through CPD.		
Commitment to the highest standards of child protection and safeguarding.		
Recognition of the importance of personal responsibility for health and safety.		
Commitment to the school's ethos, aims and its whole community.		