



Broomfield School

## JOB DESCRIPTION Head Chef Educator

<b>Job title</b>	Head Chef Educator
<b>Type of post</b>	Permanent
<b>Salary scale</b>	Pay Scale – SO1
<b>Line Manager</b>	Business Manager
<b>Contracted Hours</b>	<i>37.5/ 40 weeks per year</i>

### JOB PURPOSE:

Ultimately responsible for the day to day running of the Catering service in the school.

To achieve a high level of quality and standards at all times regarding the food and hygiene, ensuring all health and safety procedures in relation to Catering are adhered to.

To lead and manage the catering service in the school, including budget management.

To be an ambassador for Chefs in Schools and Broomfield School, embodying our values which is to put the role of serving children first and working closely with colleagues to uphold school food standards and legislative best practice.

Developing innovative new menu items and food concepts, continuously developing the wider food offer with support from Chefs in Schools.

Working closely with Chefs in Schools, to plan, run and manage cooking courses, events and functions for children and adults at Broomfield School.

To prioritise the aim of teaching children. This means that the children served need to be given the same consideration as any other adult client. Their nutritional considerations and family circumstances will be paramount. This will take priority over all other considerations, including, but not limited to the chef's own creative needs. Whilst it is accepted that the availability and variety of ingredients and resources may at times create limitations, the chef will have to work within those boundaries and make use of all resources available to their greatest extent.

To ensure the 5 rating awarded and inspected by Environmental Health Organisation, are maintained.

### MAIN DUTIES AND RESPONSIBILITIES:

1. To lead all catering functions within the school, including lunches, breakfast, event catering and refreshments. This may include packed lunches or hot food to be taken off-site.
2. To ensure that a smooth, seamless service is provided for staff and pupil to support learning within the school, ensuring that lunch-time is a relaxing and social even for staff and pupils.
3. Line Management of all catering staff as well as general participation within the operations management of the school.

4. Assist in the imputing and agreeing targets for Catering Budgets and responsible for reviewing and keeping costs within agreed budgetary constraints.
5. Overview of Health & Safety within the Catering team.
6. Management of catering staff within catering team, work schedules and overtime.
7. Review of all HACCP, COSHH, Level 2 Hygiene, HIT Training & SFBB procedures, raising of new policies and procedures and implementing them.
8. To provide & produce meals at high volume, ensuring quality is maintained and value for money achieved.
9. To ensure all pupils & staff are getting a varied and balanced diet in accordance with the School Food Standards and Broomfield's Food Vision.
10. Recommend and promote new menu ideas and special food events/cultural events and develop new recipe ideas and dishes for the diverse student ranges we have.
11. To arrange Pupil Voice gathering feedback from students.
12. To plan a rolling menu, ensuring all School Food Guidelines are adhered to and dietary requirements are met (such as halal, vegetarian, diabetes, nuts and so on).
13. To place orders for supplies to ensure that provision is sufficient to meet requirements.
14. To adhere to all food regulations relating to heat level of cooking, storage and serving of food.
15. To ensure accurate records are kept.
16. Ensure Safer Food Better Business (SFBB) is kept up to date with current staff details, suppliers and 4-weekly reviews are completed. Ensure information is checked and kept upto date.
17. Ensure all new staff are inducted in the following: basic chemical training (COSHH), Food hygiene: to read and understand SFBB book provided.
18. To report any incidents, accidents, or complaints in the SFBB book and report any urgent incidents to the Business Manager.
19. Provide appropriate management control through effective planning, organising, control and communication to ensure that quality is being delivered and maintained throughout the Catering team.
20. Ensure that the most efficient and cost effective utilisation of resources.
21. To clean and inspect daily the hygiene of the kitchen. To undertake daily cleaning duties and to assist in ensuring that satisfactory levels of cleanliness and hygiene are achieved and maintained.
22. To check all kitchen equipment and report faults to the Facilities Manager.
23. To report any necessary repairs to the building, furniture, fittings, fixtures and equipment to the Facilities Manager.
24. To plan and deliver inspiring cooking lessons that are in line with the values and ethos of Chefs in Schools and Broomfield; imparting your passion for fresh, quality food.
25. To work with school teaching staff to ensure that the School Food Vision is integral to the schools education and curriculum plans.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

## **GENERAL REQUIREMENTS**

- This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.

- Such duties and responsibilities may be updated from time to time to reflect any changes to the School. Only significant additional duties or responsibilities as required by the Head teacher / SLT will render the grade of the post liable for re-evaluation.

**In undertaking this role, the post holder shall ensure that all duties are carried out with due regard to the school's Safeguarding, Health and Safety and other school policies and procedures.**

### **Equality and Diversity**

The School has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

### **Health and Safety**

The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

### **Corporate Health and Safety Responsibilities**

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

- Understanding the hazards in the work they undertake
- Following safety rules and procedures
- Using work equipment, personal protective equipment, substances, and safety devices correctly
- Working in accordance with the training provided and only undertaking tasks where appropriate training has been received

Employees shall co-operate with the School by allowing it to comply with its duties towards them. This requires employees to:

- Take part in safety training and risk assessments and suggest ways of reducing risks
- Take part in emergency evacuation exercises

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager. Employees shall read the School's Health & Safety policy to understand their responsibilities as an employee.

### **Information Security**

In order to protect the confidentiality, integrity and availability of School's information, including information provided by pupils, parents, partner organisations and other third parties, where applicable, employees will comply with the School's Information Security Policy.

### **Commitment to Safeguarding of Children and Vulnerable Groups through safer employment practice**

Broomfield School is committed to safeguarding and promoting the welfare of children and young people. Safe recruitment of staff is central to this commitment, and the School will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children and young people. ***All staff employed to work with or on behalf of children and young people in the School must be competent and take reasonable care to safeguard pupils in the school, this means participating in training and development on safeguarding issues as directed.***

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All staff working with Children & young people should be aware of, and share the commitment to safeguarding and promoting the welfare of children and young people when applying for posts at Broomfield School.

**Please Note:** This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.  
**The post requires clearance by the Disclosure and Barring Service (Enhanced Disclosure).**

*All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.*

**PERSON SPECIFICATION: ADMINISTRATOR – Head Chef Educator**

Qualities and Attributes	Essential	Desirable	Evidenced by
<b>Qualifications</b>			
Level 2 certificate in food Hygiene.	✓		Application
NVQ in food preparation and cooking.	✓		Application
<b>Experience</b>			
Previously managed, or deputised own unit.	✓		Application/Interview
Experience of leading a team and training them in kitchen skills.	✓		Application/Interview
Experience of managing a budget, and planning menus that meet budget requirements.			
<b>Knowledge and Skills</b>			
Higher-level knowledge of food preparation methods including: balancing meals, portioning, stock rotation and ordering.	✓		Application/Interview
Strong knowledge of baking.	✓		Application/Interview
Ability to cook to a high standard across multiple disciplines and to train others to do the same.	✓		Application/Interview
Interest in cuisine and furthering knowledge of food.	✓		Application/Interview
Ability manage and implement instructions, such as Health & Safety and Food Hygiene regulations.	✓		Application/Interview
Ability to create and implement interesting and healthy menus.	✓		Application/Interview
Able to use and clean machinery and light equipment.		✓	Application/Interview
Able to encourage children to select a balanced meal.		✓	Application/Interview
Able to train staff in advanced kitchen skills.		✓	Application/Interview
Able to plan and run cooking classes and impart knowledge and skills.		✓	Application/Interview
<b>General/Personal Qualities and Characteristics</b>			
Demonstrate a willingness and enthusiasm for training and progression.	✓		Application/Interview
Able to communicate with all kitchen, school staff and pupils.	✓		Application/Interview
Able to work on own and within a team.	✓		Application/Interview
Able to help lead and motivate staff.	✓		Application/Interview
Display and maintain a high standard of personal hygiene.	✓		Application/Interview
Work effectively in a busy and hectic environment.	✓		Application/Interview

End