



Post Title:	Chef
Grade	Grade 3 Range 5-9
Working Time:	Full Time, 35 hours per week, Term Time only plus 5 INSET days
Hours of Work	08.00 am to 03.30 pm (includes 30 minute unpaid lunch)
Line Manager	Catering Manager
DBS Disclosure level	Enhanced with Children's Barred Checklist
Main Purpose	
<ul style="list-style-type: none"> To prepare, cook and serve meals Ensure compliance with relevant Health & Safety and Food Hygiene requirements Under the direction of the Catering Manager to supervise catering staff to ensure that the daily tasks required of the various duty positions are being fulfilled in an efficient and effective way Take responsibility for the day to day running of the kitchen (including staff supervision) in the absence of the Catering Manager 	
General Responsibility	
<p>All school staff are expected to:</p> <ul style="list-style-type: none"> Work towards and support the school's Catholic mission statement, the vision, and the objectives. Support and contribute to the school's responsibility for safeguarding students. Work within the school's health and safety policy to ensure a safe working environment for staff, students, and visitors. Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues. Engage actively in the performance review process. Adhere to school policies and procedures or other documentation available to all staff. 	
Core Responsibilities and Tasks	
<ul style="list-style-type: none"> To adhere to Government Legislation, School Policies and Procedures, legislative requirements, i.e., Health and Safety, Food Hygiene, Allergen information, and School Food Plan "Food Standards" To implement the requirements of Health & Safety HACCP (Hazard Analysis and Critical Control Point) and COSHH To liaise with the Catering Manager in all aspects of Kitchen Management to include planning and implementing menu's ensuring compliance to 'School Food Standards' To prepare, cook and serve meals working closely with the Catering Manager and Catering Assistants To ensure the published menu is adhered to in order to satisfy customer demand Assist the Catering Manager to plan and develop promotional activity to increase the take up of school meals Assist the Catering Manager with ordering of goods, taking deliveries and stock control Deputise for the Catering Manager when required Carry out regular checks of kitchen equipment in accordance with specified procedures to ensure all equipment is hygienic and safe Carrying out cleaning duties within the Catering Department maintaining a high level of hygiene following Health & Safety requirements To show due regard to the Health & Safety of yourself, colleagues, and customers To report faults, defects or problems associated with the work area to the Catering Manager 	



Job Description Chef

- To work as part of a team and to cover for colleagues' work when directed or through your own initiative where appropriate
- To work to the specified standards of customer care
- To maintain confidentiality of information obtained at work
- To work reasonable additional hours when necessary, by prior arrangement, unless in the event of an emergency

Quality Assurance

- To help implement the school procedures and Best Value principles
- To maintain appropriate records as required by the Catering Manager
- To implement and to assist in the improvement and modification of the Catering systems

Professional Development

- To engage in the Performance Review process
- To continue Professional Development as agreed with Line Manager
- To undertake any training and attend meetings that have been identified as being required for the undertaking of your duties

Knowledge, Skills, Experience

- Experience of delivery of catering service
- Level 2 Food Safety Qualified
- First Aid Qualified or working towards Certification

Pastoral System:

- To comply with the school's Safeguarding procedures and to undertake the relevant courses as necessary
- To always make sure that the Dining areas are clean and hazard free

Additional Duties

- To play a full part in the life of the school supporting its distinctive mission and encourage staff and pupils to support this ethos

While every effort has been made to explain the main duties and responsibility of the post, each individual task may not be identified.

Employees will be expected to:

- Comply with any reasonable request from a Manager to undertake work of a similar level or grade that is not specified in the Job Description
- Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors
- Employees are expected to have a consistently clean, tidy, and orderly appearance
- Employees are expected to possess a reasonable level of fitness suitable for the work required

The school will endeavour to make every reasonable adjustment to the job and the working environment to enable access to employment appointments for disabled job applicants and continued employment for any employee who develops a disabling condition.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

This role is envisaged to be as above, subject to negotiation with the post holder.

This job description should be enabling rather than restrictive and will be subject to regular review.

Signed (post holder):	Signed (Headteacher):
Date:	Date: