



Highfield Priory Independent Day School and Nursery

JOB DESCRIPTION

<u>Job Title:</u>	Chef
<u>Hours:</u>	8:00 – 14:00, 5 days
<u>Terms:</u>	Permanent Part Time, Term Time Only plus 4 weeks to cover Chef Manager Holidays
<u>Full or Part Time</u>	
<u>Line Manager:</u>	Chef Manager
<u>Line of Senior Manager Responsibility:</u>	The School Business Manager
<u>Qualifications:</u>	NVQ Level 3 Diploma in Hospitality & Catering or 706/2/3 Food Hygiene Level 2, Advanced Food Hygiene
<u>Salary:</u>	Attractive commensurate with skills and experience

Overall Purpose:

To support the Chef Manager in the school catering operation and to execute duties in relation to the provision of meals for both school and nursery. To work as part of the team of catering staff which includes a Chef Manager to whom this post reports and one Catering Assistant who helps with meal service and preparation of the dining room and two Kitchen Assistants who help with cleaning and washing cooking utensils, crockery and cutlery.

Internal Relationships

The children, colleagues

External Relationships:

Suppliers, External Agencies, Parents

Key duties and responsibilities:

Under the direction of the Chef Manager, prepare a full range of meals from locally sourced, fresh produce. This will include preparation of menus, portion control and provision of special dietary requirements where appropriate recognising the principles of a balanced diet and the requirements of varied cultural and ethnic backgrounds. Follow the policies and procedures of the school. Promote goodwill towards the catering facility, its efficient operation and its purpose in being a central feature of the overall provision of the education and care for the children. Support the promotion of positive relationships with pupils, staff, parents and outside agencies.

Assist in the serving of meals in a friendly and fair minded manner.

Prepare meals, snacks or refreshments for school functions and sporting fixtures when required.

Assist and support the Chef Manager as directed in maintaining stock and ordering supplies, including the processing of orders, checking of deliveries, obtaining prices from occasional suppliers and the distribution and storage of stock. Liaise with the school office to purchase materials and equipment within the constraints of the agreed budget

Be responsible, with other team members, for ensuring that kitchen and dining hall materials and equipment are properly used, maintained and stored. Report any faults, breakages or damaged materials to the Chef Manager.

Be responsible for your own hygiene and Health & Safety in all areas of the kitchen. Reporting any deficiencies to the Chef Manager.

In the absence of the Chef Manager, direct and supervise all catering staff in the kitchen and ensure strict hygiene controls are met by all. Ensure your work station is clean. Apply First Aid as necessary.

Deputise in the absence of the Chef Manager including but not limited to routine administration associated with the role, ordering food stuffs and maintaining stock records and statutory record keeping.

Assist the Chef Manager as directed.

Undertake routine administration associated with this role, Ensure that communication with children, parents and the staff team is polite and courteous.

Report for duty on time, maintain regular attendance, give appropriate notice of holiday requests and report non-attendance through sickness promptly and appropriately to your line manager.

Attend staff meetings, professional development training, (in house or external), inset courses and meetings as appropriate and as directed by the headmaster which may at various times be outside working hours.

To maintain confidentiality about all issues related to children and their families, your own and other staff members issues and any other management or operational issues.

Be a role model for junior members of staff.

Carry out other tasks required by the headmaster from time to time pertinent to the efficient running of the school.

Qualifications and Skills:

NVQ Level 3 Diploma in Hospitality & Catering or 706/2/3

Food Hygiene Level 2

Advanced Food Hygiene

First Aid Certificate

ICT Code of Conduct, Level 1 & 2 Safeguarding Certificates

An ability to work on your own initiative, to work under pressure and resolve problems with attention to detail

An ability to work individually and as part of a team

Self-motivated with a positive attitude

A willingness to learn and undertake further relevant training

Employment Information:

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications declared in their application.

Employee Specification Form – Chef

Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by: (application form (AF), interview (I), reference (R))
Qualifications NVQ Level 3 Diploma in Hospitality & Catering or 706/2/3 Food Hygiene Level 2 Advanced Food Hygiene First Aid Certificate	E E D D	AF/I AF/I AF/I AF/I
Level 1 Safeguarding Certificates ICT Code of Conduct, Experience Experience of working in a relevant service environment Experience of stock control and ordering Experience of volume catering Experience of undertaking administrative tasks Experience of managing staff	D D E E E D E D	AF/I AF/I AF/I AF/I AF/I AF/I AF/I/R
Knowledge, skills and abilities Ability to operate at a level of understanding and competence equivalent to NVQ Level 3 or 706/2 Varied dietary requirements/allergies Ability to relate well to children Ability to work as part of a team High level of commitment and motivation Good communication skills Ability to supervise and assist pupils Time management skills with ability to prioritise effectively Good organisational skills Personal impact and enthusiasm Ability to maintain confidentiality Knowledge of safeguarding requirements	E E E E E E E E E E E E E E	AF AF AF AF AF AF/I AF AF AF AF AF AF AF/I
Other Commitment to safeguarding and protecting the welfare of children and young people Commitment to Equality and Diversity Commitment to Health and Safety Commitment to undertake in-service training and development Commitment to attendance at work	E E E E E	I I I I I