



School Chef – Job Description
Scale 4 (7) FTE Salary £29,412

The purpose of the role is to support the Catering Manager in delivering a high quality food and menu service during term time for pupils and at 'Friends of St Stephen's' (FOSS) events.

Accountable to

The Catering Supervisor

Supervisory Responsibilities

None

Duties and Responsibilities - Specific

To take responsibility for the preparation, presentation and serving of balanced meals to an exceptional standard, considering dietary restrictions and allergies.

To maintain the highest standards of health, hygiene and safety.

To ensure waste is controlled with regard to preparation and cooking.

To manage and control all food, to include; receiving and checking stock, checking equipment and materials are used correctly, closely monitoring portion control.

To ensure that routine data is collected as required and that all daily checks, including temperature control during production, preparation, service and storage are carried out properly.

To immediately report all accidents, near misses, damage or breakages to the Catering Manager.

To actively assist in ensuring a five star food hygiene rating.

To attend any relevant training sessions to ensure that you are fully equipped to perform your role effectively

To cater for some FOSS functions and fundraising events.

To comply with any reasonable request from the Catering Manager or Headteacher to undertake work of a similar level that is not specified in this job description.

Duties and Responsibilities - General

To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

To cooperate with the school in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.

To maintain confidentiality and observe data protection and to respect the privacy of children, parents and staff

To be aware of school procedures and policies and comply with these.

To be courteous to colleagues and provide a welcoming environment to visitors and to maintain a professional standard of demeanour and dress.

The school is committed to safeguarding and promoting the welfare of children and young people. All staff working at St. Stephen's are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures

This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the school.

Quality and Standards

Specific cooking qualifications and experience (minimum of NVQ Level 3)

Knowledge of food hygiene and health & safety training

Experience of delivering a catering service in a high volume environment

The ability to work without direct supervision

The ability to organise workload and multi-task.

Technology ability to use kitchen and cleaning equipment

Ability to work as part of a team

Approachable and flexible.

Literacy and numeracy skills to undertake calculations, write menus and reports

Good communication skills