

## **Job Description**

<b>Job Title:</b>	Chef (Relief)
<b>Responsible to:</b>	Catering Manager
<b>Functional Liaison with:</b>	Catering Staff, Student, Teachers , EEGT Staff
<b>Main Purpose:</b>	The role involves providing relief cover and additional kitchen team support at Chalk Hill Academy, Priory School, or Stone Lodge Academy, assisting the Head of Kitchen to ensure food is prepared, cooked, and served to defined standards and quality. Responsibilities include offering administrative support to the Catering Manager as needed and adhering to Department for Education guidelines, food health and safety regulations, hygiene legislation, and the school's Health and Safety Policy, all while maintaining high standards of customer care, quality, and best value.

### **Main Duties and Responsibilities**

*The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.*

- To provide absence cover for sickness and other absences including planned well-being days at the three schools named above. Mileage beyond usual travel to work distance will be reimbursed monthly.
- To provide additional support during busy periods such as Christmas and events as directed by Catering manager.
- Plan, prepare, cook and serve food in accordance with agreed menus to meet specifications and standards as defined by the Catering Manager.
- Create and vary dishes as agreed with the Catering Manager and Head of School, to cater for special local school & Trust events and to provide innovative and attractive menus.
- Ensure that all food provided by the catering service on-site meets the dietary requirements of the staff and students.
- Take initial action to address any work performance / attendance / conduct issues under the guidance of the Catering manager and HR Manager.
- Maintain a rigorous system of stock control, in conjunction with the Catering Manager.
- Monitor the quality of food preparation undertaken by the catering team and work closely with the team to maintain the highest possible standards of food preparation, cooking, service and hygiene.
- The above job description is not exhaustive, and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>	<b>Measured</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>NVQ 2 in Catering or equivalent</li> <li>Food Hygiene Certificate</li> </ul>	<ul style="list-style-type: none"> <li>NVQ 3</li> </ul>	I,A,
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Knowledge of production of fresh and convenience foods using modern catering technology, including catering for special dietary requirements</li> <li>Knowledge of health and safety and food hygiene regulations</li> <li>Experience of menu planning and portion control, working within a strict budget</li> <li>Ability to assist with training of kitchen assistants</li> <li>Ability to assist with clerical tasks relevant to kitchen procedures</li> </ul>		A,I,P
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience of cooking for large numbers in an industrial, educational or similar environment</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of managing a school kitchen</li> </ul>	A, I,
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to work flexibly across multiple sites as needed (Chalk Hill Academy, Priory School, or Stone Lodge Academy).</li> <li>Good organisational and time management skills to support both kitchen operations and administrative tasks.</li> <li>Commitment to high standards of customer care, food quality, and best value.</li> <li>Team player with excellent communication skills to collaborate effectively with kitchen staff and the Catering Manager.</li> <li>Ability to follow Health and Safety policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience working in a school or SEND (Special Educational Needs and Disabilities) environment.</li> <li>Experience providing administrative support in a catering or food service setting.</li> <li>Creativity and initiative in contributing to menu planning or enhancing kitchen efficiency.</li> <li>Formal training or certification in food safety and hygiene.</li> <li>A proactive attitude and willingness to learn new skills or adapt to changing requirements.</li> </ul>	A, I,
<b>Training</b>	<ul style="list-style-type: none"> <li>Willingness to attend, undertake any training or development as, or when appropriate.</li> <li>Commitment to continuing personal development through continual professional learning.</li> </ul>		A, I,

**KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST**

## **Conditions of Service**

1. New support staff appointments to the Trust are subject to a 26 week probationary period.
2. Contributory pension: Local Government Pension Scheme through Suffolk County Council
3. The Trust is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
4. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Education Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

### **General Data Protection Regulations (GDPR)**

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

### **Equal Opportunities**

In accordance with the Equality Act 2010 the Group operates a policy of equality and diversity which protects employees, students and people who access the Group's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

## Group Character Strengths

We have eight Group character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the Group is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.