

JOB DESCRIPTION



JOB TITLE: Head Chef

SCALE POINT: 9 – Salary £15.06 per hour (Fte £29071)

GRADE: 4

CONTRACT TYPE: Permanent term-time only (38 weeks per year)

- 08:30 – 13:30 Monday to Friday (total 25 hrs per week)

LEVEL DESCRIPTION

Responsible to the Headteacher. Carry out other duties as deemed by the Headteacher which will be seen to enhance the work of the school's provision.

Main Duties and Responsibilities:

- Providing healthy and nutritious meals to our pupils to ensure that they can learn to the best of their ability
- Ensure that the catering services supplied by the school are consistently of a high standard
- You are expected to work in a clean and hygienic way and to comply with the School's Health, Safety and Welfare Policy and Food Safety Management System
- You will line manage the Kitchen Assistant and will lead the catering team each day to ensure lunch service runs smoothly and on time
- Take the lead on all purchasing for the school kitchen and attend meetings with suppliers when required with a member of the school team
- You will be responsible for producing a 2 week termly menu cycle for the school alongside the headteacher, ensuring an attractive range of choices and that all allergies and dietary requirements are catered for. The menu will be in line with the recommendations from the Food Standards Agency.
- Lead with the preparation of lunch in accordance with the daily and weekly menus, delegating tasks as appropriate
- Effectively manage the catering expenditure to achieve best value and sustainability whilst meeting the high expectations of your customers
- Manage and control stock levels to minimise waste and ensure cost efficiency
- Ensure orders for all suppliers are placed before the cut off times and make sure ingredients are on site when needed
- Ensure regular stocktake is undertaken
- Support other members of the Catering team with their duties as needed, or arrange for appropriate delegation
- Committed to undertake annual training, as required, to comply with statutory obligations and personal development.

Deliveries and Storage:

- order food and supplies
- ensure deliveries are put away as soon as is practicable
- operate safe storage by using the first in, first out system
- ensure all opened packages are stored correctly in sealed containers
- ensure all date stamped food is monitored
- ensure that portions of food for freezing are covered, labelled and dated
- ensure all food storage areas are kept clean, and any spillages are wiped up immediately
- ensure food is stored correctly in the fridge with raw food always stored at the bottom
- ensure all food preparation areas, handles, surfaces etc are sanitized daily.

Hygiene, Health and Safety:

- adhere to uniform requirements as directed by the headteacher
- adhere to responsibilities under the Health and Safety at Work Act 1974
- you should maintain the work areas for which you are responsible in a safe and hygienic manner
- adhere to the cleaning rota
- ensure all food equipment is clean and in good condition, and report any defects immediately
- use correct cleaning materials and abide by COSHH regulations.

Security:

- ensure that the kitchen is secure after each shift, returning the key to the correct place at the end of the shift
- ensure all lockable items are secured after each shift.

This list is not exhaustive, and duties may be changed or added to as determined from time to time.

This is a busy operational role and therefore a degree of flexibility around duties and working arrangements is to be expected.

Reporting

The Head Chef reports to the Headteacher.

Safeguarding

Grundisburgh Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff / volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position.

Grundisburgh Primary School's employees / volunteers are responsible for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with. The post holder / volunteer must adhere to and always ensure compliance with the School's Safeguarding Children Policy. If, while carrying out his/her duties the post holder / volunteer becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the School's Designated Safeguarding Lead or Alternate.

Grundisburgh Primary School's employees / volunteers are expected to attend training in safeguarding children as directed.

PERSON SPECIFICATION

You will be passionate about all aspects of catering within a school setting,

Essential	Desirable
Skills, aptitude, knowledge • Experience of leading a kitchen team • Ability to respond quickly and effectively to issues that arise and work calmly under pressure • Ability to use own initiative and act accordingly • Effective communication with adults and children • Always maintain confidentiality	• an intermediate food hygiene certificate • experience of catering in a school • able to bring new ideas to the role
Personal qualities • A demonstrable passion for food and customer service • Punctual, reliable and trustworthy • Good interpersonal skills, with the ability to relate well to pupils, colleagues, staff and visitors.	
Qualifications • Relevant qualification such as NVQ Level 3/City and Guilds 706/1 and 2 or equivalent • A positive approach to completing relevant short courses and qualifications	• Safeguarding Awareness course / KCSiE • COSHH • Allergy awareness • Completion of all relevant statutory courses