JOB DESCRIPTION & PERSON SPECIFICATION

SPORTS CENTRE (ISSC) SATURDAY CHEF

IPSWICH SCHOOL

Catering | Part Time | As soon as possible

Role overview

DEPARTMENT	Catering	**REPORTS TO**	Catering Operations Manager
CONTRACT	Permanent	**HOURS**	Saturdays 8.30am - 5.30pm
SALARY	£5465.16	**HOLIDAY**	Holidays may only be taken during Ipswich School holiday periods.
LOCATION	Rushmere Sports Centre, Ipswich School	**START DATE**	ASAP
PROBATION	5 months	**DIRECT REPORTS**	None

Job purpose

An opportunity to make a difference.

You will be based at our Sports Centre in Rushmere St Andrew, Ipswich and you will work on Saturdays during Ipswich School term time (35 weeks per annum), taking responsibility for providing meals for the sports teams that use the Sports Centre for fixtures and matches. This can be school teams, and also local sports teams that use ISSC as their base (such as Ipswich and East Suffolk Hockey Club).

Please note in the School's Summer term (March/April – early July each year) you may be based either at the Sports Centre or at the main School sites on Henley Road.

You will have the opportunity (if you wish to do so) to work additional hours at other times, for example to provide casual cover for absent colleagues working at the Prep and Senior Schools during the week, or to cater for functions and events taking place at the Sports Centre, or at the Prep and Senior Schools. This may include catering for holiday camps and clubs that take place during the School's holiday periods each year, or events taking place in the evenings. (These casual additional hours if worked shall be paid in addition to the annual salary quoted in this job description). Please note: if for any reason a full sporting programme is not taking

place on a Saturday, you will work in the Senior School kitchen preparing meals for functions booked, or items for the week ahead, as instructed by the Head Chef and/or Catering Management Team.

You are expected to work in a clean and hygienic way and to comply with the School's Health, Safety and Welfare Policy.

Key responsibilities

You'll play an important role by:

MAIN RESPONSIBILITIES

- Provide hot meals as required for the sporting events taking place on Saturdays by planning menus in advance, in liaison with the Director of Sport, Heads of Sport, Catering Management Team and the Sports Centre administrator as required (ensuring you have a full understanding of weekly/termly requirements).
- Oversee the ordering of supplies and equipment for the Sports Centre kitchen.
- Ensure food/equipment is on site prior to preparation so that the menu can be implemented.
- Prepare meals in accordance with the agreed menu ensuring recipes and quantities are adhered to.
- Maintain good hygiene practices.
- Ensure that all diets and allergies are catered for.
- Ensure all food is garnished and displayed in the correct servery containers, as attractively as possible.
- Oversee the Catering Assistants working at the Sports Centre, who will assist with serving parents and pupils refreshments and meals.
- Wash up and clean the Sports Centre kitchen after service.
- Report to the Catering Management Team any issues/concerns on a weekly basis.

OPERATIONAL RESPONSIBILITIES

- 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 being stored at the bottom.
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OTHER RESPONSIBILITIES

Cleaning Duties and Security

- After service has finished, complete cleaning tasks as per schedule.
- Ensure all lockable items are secured after each shift.
- Ensure the kitchen is left secure at the end of the shift.

Hygiene, Health and Safety

- Wear uniform issued in an appropriate way and as directed by the Catering Manager.
- Jewellery should not be worn.
- Adhere to responsibilities under Health and Safety at Work Act 1974.
- Maintain the work areas for which responsible in a safe and hygienic state.
- Ensure all food equipment is clean and in good condition, and report any defects immediately.

- Use correct cleaning materials and abide by the COSHH regulations.

Other Duties

- Overtime (voluntary) for after school functions and events.
- End of term cleaning.
- Beginning of term preparations.
- Attend a basic hygiene course as required by the School's Health, Safety and Welfare policy.
- Attend training in Safeguarding Children.
- Attend any meetings that are relevant to the position.

Working relationships

Reports to	Catering Operations Manager
Direct reports	None
Key relationships	The Catering Team
Safeguarding	**Safeguarding and promoting the welfare of children** Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. All employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with, and must comply with the School's Child Protection and Safeguarding Children Policy at all times. Any actual or potential concerns about a child's safety or welfare must be reported through the School's safeguarding procedures. **Employees are expected to attend safeguarding training as directed.**

We're looking for someone who…

Criteria	Essential	Desirable
QUALIFICATIONS		
This is a practical position and candidates should hold a minimum relevant qualification at NVQ Level 2 (or equivalent).		•
EXPERIENCE		
Previous experience in a Chef/Assistant Cook role, ideally with experience of a similar (leisure/sports/school) environment would be ideal.	•	
You should be able to demonstrate a sound knowledge of good home cooking using fresh, local produce.	•	
KNOWLEDGE & SKILLS		
Your knowledge of food hygiene and health and safety will be first class.	•	
You should hold a full driving licence as you will be required to drive to other School sites in Ipswich in the School's catering van.	•	
PERSONAL ATTRIBUTES		
You will have good communication skills and the ability to communicate effectively at all levels.	•	

Standard requirements

EQUALITY, DIVERSITY & INCLUSION

Ipswich School is committed to equality, diversity and inclusion and welcomes applications from all suitably qualified candidates.

GENERAL DUTIES

The responsibilities set out in this job description describe the main expectations of the role and are not intended to be an exhaustive list. The post holder may be asked to undertake other reasonable duties of a similar level and nature. The job description may be reviewed and amended from time to time, following consultation, to reflect the needs of the School and the professional development of the post holder.

SAFEGUARDING

The post holder is responsible for promoting and safeguarding the welfare of children and young people with whom they come into contact. They must comply with the School's safeguarding policies and procedures, report concerns promptly and attend safeguarding training as directed.

Please Note:

We reserve the right to close this advert early if we receive a high volume of suitable applications. If you are interested in this role please apply as soon as possible. We look forward to receiving your application.

Planning to use Artificial Intelligence (AI) to help you? Please ensure your application reflects your own knowledge, skills, experience and ideas. If used inappropriately, Ipswich School reserves the right not to progress your application. Please read our 'Use of AI Guidance' to understand what is, and what is not acceptable.