



LYNCH HILL SCHOOL PRIMARY ACADEMY

CHEF: JOB DESCRIPTION

Line of responsibility

The Chef will be directly responsible to the Headteacher and the senior leadership team.

The Chef will also work under the direction of the Catering Manager of the trust.

Job purpose

The Chef is responsible for:

- The provision of a high quality and efficient catering service in accordance with healthy eating and DFE guidance.
- The planning, preparation, cooking, presentation and serving of meals and snacks making the most effective use of available staffing and resources.
- The line management of all catering staff and contribute to their induction, training and appraisal.
- Ensuring that food hygiene and health and safety regulations are in place and adhered to, including the completion and recording of all necessary inspections and checks.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher and the Catering Manager of the trust.

Job specification

Operational

- S/he shall develop and maintain a friendly and helpful atmosphere and deal with any feedback, including complaints, in a professional manner.
- S/he shall organise catering staff workloads, including cover for absences and delegating tasks appropriately.
- S/he shall ensure that catering staff are aware of and comply with all food hygiene and health and safety regulations.
- S/he shall ensure sufficient and varied menus are provided to meet dietary and healthy eating requirements.
- S/he shall order all commodities relating to the catering service, and arrange for the checking and appropriate storage of deliveries.
- S/he shall avoid unnecessary wastage and deterioration of foodstuffs.
- S/he shall ensure that food waste is correctly disposed of according to hygiene and health and safety regulations.
- S/he shall ensure that all food delivered is handled and stored correctly, including the rotation of stock.
- S/he shall ensure that maintenance, service and deep cleaning requirements are carried out as necessary to ensure a clean, safe and workable environment at all times.

- S/he shall ensure that all equipment is in full working order and that appropriate action is taken when repairs are required.
- S/he shall ensure that equipment and appliance inspections and checks are carried out and recorded as required.
- S/he shall ensure that all temperature testing is carried out and recorded as required.
- S/he shall maintain a high standard of food and kitchen hygiene throughout the catering service.
- S/he shall actively promote the school's catering service and organise menus to reflect events in the school calendar.
- S/he shall organise, prepare and carry out special catering function work as required.
- S/he shall, in agreement with her/his line manager, establish contingency plans in case of emergencies, including power cuts and equipment failure.

Personnel

- S/he shall establish and maintain good relationships with all staff, pupils, visitors, suppliers and contractors.
- S/he shall assist the senior leadership team (SLT) in identifying the training needs of catering staff and organise appropriate development opportunities.
- S/he shall assist the senior leadership team (SLT) in completing appraisals for catering staff, including the setting of appropriate targets.
- S/he shall maintain training records for catering staff.
- S/he shall be involved in the recruitment of catering staff when required.

Administrative/financial

- S/he shall source suppliers following best value principles.
- S/he shall ensure that administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports.
- S/he shall ensure that financial procedures and activities are carried out within the catering service in accordance with school requirements.
- S/he shall account for all monies according to procedure and audit requirements, including cash register operation and reconciliation.
- S/he shall carry out stock-take procedures as required.
- S/he shall input and extract information from the school's catering database system as required.

General

- S/he shall keep up-to-date with catering, food hygiene and health and safety developments and regulations, and communicate relevant information to staff.
- S/he shall attend relevant meetings and training sessions.
- S/he shall undertake first aid training and responsibilities as required.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- The post holder may be required to perform any other reasonable tasks after consultation.
- All members of staff are required to participate in the school's appraisal scheme.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

CHEF: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> • A recognised catering qualification. • Previous catering experience (at least three years). • Proven experience of cooking and catering in a professional capacity, including occasional functions. 	<ul style="list-style-type: none"> • Catering management qualification. • Experience of catering in a school or similar establishment. • Line management of staff. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate/s (to be available at interview)</p>
Knowledge and skills:		
<ul style="list-style-type: none"> • Able to communicate effectively with people of all ages and levels. • Able to lead, develop and motivate a team of staff, delegating duties as required. • Understanding of current legislation and requirements included in DFE guidelines for the provision of school meals. • Understanding of the importance of health and safety, food hygiene and environmental health regulations in a catering environment. • Planning, organising and controlling operations to ensure a high quality catering service, which meets appropriate standards. 	<ul style="list-style-type: none"> • Dealing with catering suppliers, both for produce and equipment. • Liaising with outside agencies regarding catering legislation and guidance. • Advising education managers and governors on catering matters. • Promoting the catering service and healthy eating options to its customers. • Working with and managing outside contracts and contractors. • Ability to design and adapt menus to cater for specific individual needs. • Effective ICT skills. • Managing and monitoring a budget, and providing required reports. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
Personal qualities:		
<ul style="list-style-type: none"> • Able to form good relationships with students, staff and service users. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Able to lead in collaboration with the establishment's senior leadership. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>