



STONYHURST

CATERING DEPARTMENT

JOB DESCRIPTION

Post Title:	Chef
Department:	Catering Department
Responsible to:	Executive Chef/Head Chef
Responsible for:	Assistant Chefs/Catering Assistants

Job Purpose:

To assist in the production and delivery of first class food and service in a timely, professional manner within the budgetary framework.

Health and Safety Responsibilities:

To ensure full compliance with current Food Safety, Health and Safety and Fire Safety Legislation and to ensure work colleagues do the same.

Key Tasks and Responsibilities

Responsible for:

- The production and timely delivery of first class food to pupils, staff, parents and visitors to the college
- The day to day supervision of the kitchen and catering staff in the absence of other supervisors
- Liaising with the school community when appropriate
- The preparation of food to the standard and specification required by the Deputy Catering Manager
- Keeping food wastage to a minimum and storing and documenting any food remaining after service correctly
- Maintaining a high standard of cleanliness throughout the kitchen and other related areas and completing the necessary documentation
- The security of the catering department, its equipment and paperwork
- Supervising and training staff where appropriate
- Ensuring that catering staff are aware of the required standards of food production/service as specified by the Deputy Catering Manager
- Ensuring that departmental/legal paperwork in relation to Food Safety is completed accurately
- Assisting in the planning of menus by suggesting new dishes, recipes and ideas
- Using culinary skills/knowledge to try new initiatives/recipes
- Ensuring that catering staff comply with departmental rules, policies, procedures and quality standards
- Attending training courses as appropriate



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Person Specification – Chef

Requirements	Essential or Desirable?	Method of Assessment AF=Application Form, I=Interview, PT=Practical Trial
Qualifications / Education / Training: <ul style="list-style-type: none"> ▪ Relevant qualification in professional cookery at NVQ Level 3 Diploma in Professional Cookery or equivalent ▪ Level 3 Award in Supervising Food Safety in Catering ▪ Working knowledge of kitchen management 	Essential Desirable Essential	AF AF AF / I / PT
Experience: <ul style="list-style-type: none"> ▪ Proven experience of effectively leading and supporting a team to deliver on catering solutions ▪ Experience of hospitality, event and function catering ▪ Experience of large scale catering ▪ Experience of offering food items/menus for a range of different nationalities and dietary needs ▪ Demonstrate a flair and passion for food ▪ Have a good financial understanding and the ability to work to budget ▪ Strong understanding of the nutritional value of food 	Essential Essential Essential Desirable Essential Essential Essential	AF / I AF / I AF / I AF / I AF / I / PT AF / I AF / I
Skills & Competencies: <ul style="list-style-type: none"> ▪ Ability to cook to a consistently high standard ▪ Ability to work under pressure ▪ Ability to plan, organise and deliver catering requirements ▪ Ability to work flexibly to fulfil the necessary hours, including weekends, as required to manage the work effectively ▪ Ability to delegate but to lead by example ▪ Ability to think creatively and innovatively to provide the best possible solutions and service ▪ Ability to communicate clearly (orally/in writing) and appropriately at all levels 	Essential Essential Essential Essential Essential Essential Essential Essential	AF / I / PT I / PT I / PT I I / PT AF / I / PT AF / I / PT AF / I
Personal Attributes: <ul style="list-style-type: none"> ▪ Attention to detail ▪ Self-motivated, reliable and with a positive attitude ▪ Ability to use own initiative and to make informed decisions, and to work as part of a team 	Essential Essential Essential	AF / I / PT AF / I AF / I / PT

NB: This job description illustrates the main responsibilities of the job and is not exhaustive. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.