



# STONYHURST ST MARY'S HALL

## SMH CATERING DEPARTMENT

### JOB DESCRIPTION

Post Title:	Head Chef
Department:	St Mary's Hall Catering Department
Responsible to:	St Mary's Hall Catering Manager
Responsible for:	Brigade of Chefs, Catering Assistants

#### **Job Purpose:**

To assist the Catering Manager in providing hands on supervision and leadership of the catering team to ensure that the department objectives of delivering first class food and service are fulfilled in a timely, professional manner within the budgetary framework.

#### **Health and Safety Responsibilities:**

To ensure that all members of the catering team comply with current Food Safety and Health, Safety and Fire Legislation.

#### **KEY TASKS AND RESPONSIBILITIES**

Responsible for:

##### **Delivery of Food Production and Service**

- The production and timely delivery of first class food to pupils, staff, parents and visitors to the college both on a day-to-day basis and for hospitality functions/events
- Ensuring that all food is presented for service in a timely manner and in correct sequence
- Ensuring that all food meets statutory food safety and departmental requirements
- Utilising skills/knowledge to try new initiatives/recipes
- Assisting the Catering Manager in planning menus to provide a wide variety of wholesome food within budget, whilst maintaining a good nutritional balance
- Liaising with the college community where appropriate to ensure that requirements are given proper consideration and dealt with in a timely fashion

##### **Staff Supervision**

- Supervising the catering team in the absence of the Catering Manager
- Deputising in the Catering Manager's absence and undertaking all the responsibilities commensurate with that post
- Leading by example
- Supporting the catering management in training and developing the catering team to deliver first class food

- Praising and recognising good performance
- Being pro-active in problem solving
- Working on own initiative to deal with problems and opportunities and reporting to the Catering Manager as appropriate
- Assisting with the compilation of staff rotas/job sheets to ensure the smooth running of the department

### **Budgetary/Stock Control**

- Compiling of orders, with purchase amounts appropriate to business levels, ready for approval by Catering Manager
- Keeping within budgets set for ordering
- Ensuring that specified procedures are followed for the receipt and storage of stock and that strict stock rotation is adhered to
- Assisting in monitoring and controlling stock levels – ensuring there are no shortfalls
- Ensuring that wasted food (ie discarded) is reported

### **Delivery of Departmental Standards**

- Delivering of departmental standards and food standards as defined in the HACCP (Hazard Analysis and Critical Control Point) system
- Complying with and implementing all Health and Safety and Food Safety requirements
- Ensuring that all temperature records are completed and archived correctly
- Ensuring that all food is labelled correctly as defined in the HACCP system
- Ensuring the kitchen and other related areas are clean and hygienic, making sure cleaning rotas are adhered to, signed and validated
- Ensuring that the catering uniform and personal hygiene requirements are adhered to as outlined in the Personal Hygiene policy
- Promoting a positive perception of the department at all times to pupils, staff and visitors
- Ensuring that all catering staff are aware of the required standards of food production and service
- Ensuring the security of the catering department, its equipment and paperwork in conjunction with other managers

### **Menu Planning, Hospitality and Special Events**

- Assisting the Catering Manager and Front of House Manager in the compilation of menus for hospitality and events utilising specialist skills within the department
- Assisting the Catering Manager and Front of House Manager with the planning, co-ordination and delivery of special events

### **General**

- Attending training courses as appropriate

### **Duties**

Duties may be allocated from time to time which are appropriate to the grade and post but which are not of a substantial ongoing nature to affect the grading of the post.

As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

### **Working Conditions**

- Weekend and evening work will be required
- Contracted hours of work may change from time to time, in particular out of term-time
- Holidays to be taken out of term-time except in exceptional circumstances and at the discretion of the Catering Manager



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## Person Specification - Chef

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