



# STONYHURST

## CATERING DEPARTMENT

### JOB DESCRIPTION

<b>Post Title:</b>	<b>Chef</b>
<b>Department:</b>	Catering Department
<b>Responsible to:</b>	Executive Chef/Head Chef
<b>Responsible for:</b>	Assistant Chefs/Catering Assistants
<b>Job Purpose:</b>	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

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.

**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.