



Job Description

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| Post title: Chef | |
| Department: Catering | Date compiled: 17/12/21 |
| Salary: £23,654 per annum | Hours per week: 40 Weeks per year: 52 1.0 FTE |

Immediate line manager: Catering Manager

Job purpose:
To provide the highest quality meals and catering for pupils, staff and visitors within the School.

Principal duties and responsibilities:

The role may encompass all of the following duties. The exact duties and responsibilities and balance of workload will be determined in discussion with the post holder's line manager.

- To use tried and tested recipes.
- To display a good understanding of quantities when producing for both large scale and domestic numbers.
- To demonstrate a thorough understanding of all kitchen equipment.
- To produce meals / catering of the highest standard at all times.
- To prepare food as per menu to include dietary requirements.
- To ensure that all food is presented to a high standard
- To implement all Food Safety Regulations.
- To implement the Schools "Nut Allergy" policy.
- To implement all record keeping as instructed by Line Manager.
- Stock control.
- To work within budget imposed by Catering Manager.
- To monitor and reduce wastage, including over production and plate waste.
- To operate an effective cleaning schedule.
- To ensure the correct use of chemicals as directed by COSHH.
- Any other duty which may be reasonably requested of the line manager.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have a contractual effect.

All staff are expected to comply with the School's Health and Safety policies in the performance of their duties.

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| Job description drawn up by | Vicky Adams, Catering Manager | Date: 17/12/21 |
| Approved for department by | Human Resources | Date: 17/12/21 |