

Job Description

Post:	School Chef
Scale:	Scale SO1-SO2 Point 23 to 29
Responsible to:	Executive Head Teacher
School/ Location	Fox Federation

Main Duties

- To take responsibility for the safe, effective and efficient operation of all activities within the kitchen, including the planning, preparation and cooking of meals within a school.

Main Responsibilities

- To ensure all food provided is of a high standard and well presented for both daily meals and external events such as courses.
- Responsible for the provision of an effective and smooth catering service through preparation, cooking and serving of food, in line with established procedures.
- Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety and food hygiene regulations at all times, acting where appropriate. To report serious hazards to the senior staff immediately.
- Operate and maintain a range of kitchen equipment, following training. Provide training to other kitchen staff.
- Organise and supervise the work of other kitchen staff, including ensuring they have been adequately trained.
- Under the direction of senior staff, order food, beverages and other commodities from designated suppliers and ensure hygienic storage in accordance with domestic and catering standards.
- Assist with the planning and preparation of balanced limited choice menus according to nutritional standards and taking into account the dietary needs of pupils and staff, their varied cultural and religious backgrounds, costs and budgets.
- To undertake any other duties, commensurate with the level of the post, as may be required

Assessment and Reporting

- Standard of work will be assessed by the Executive Head Chef and Head of School and as such the Chef will be appraised and monitored both formally, through the Schools Performance Appraisal procedures and informally through daily discussions.
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Training and Development

- Training and development will be given to ensure that the Chef is able to carry out their job and will play a full and active part in the performance of the Fox Federation.
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Discipline, health and safety

- All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on School premises and when they are engaged in authorised School activities elsewhere.
 - Correctly use work equipment, personal protective equipment, in accordance with training and instructions provided.
 - Complete statutory training required i.e Fire Awareness, Food Hygiene, Manual Handling, COSHH and others deemed necessary for the role.
 - Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
 - Liaise with the office on medical and dietary needs of pupils, staff, visitors and training/event delegates
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Collegiate Responsibility

- In addition to the specific responsibilities of this post, every employee of the Fox Federation will commit to: providing a courteous and efficient service to students and staff at all times; using their influence with other staff and students to promote high standards of behaviour and order within the Academy
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General Accountabilities

- To undertake duties as the Executive Headteacher/Head of School directs
- Contribute to the overall ethos/work/aims of the school
- Participate in meetings, training and performance development as required
- To support, uphold and contribute to the development of the Federation's policies and practices in

respect of both employment issues and the delivery of services.

- Be aware of the Federation’s duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times;
- Establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school;
- Be aware of and comply with the code of conduct, regulations and policies of the school

Role Review

- This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the Executive Headteacher’s approval.

Personal Specification

Skills	Essential	Desirable
Technical skills and cooking techniques	✓	
Clear knowledge of the legal regulations involved in storing, cooking and serving food.	✓	
Relevant training and qualification in Food Safety (evidence required)	✓	
Knowledge of the legal regulations relating to recording good hygiene procedures within the kitchen	✓	
Previous experience of working as a school chef or a chef in a similar capacity	✓	
Ability to meeting the needs of a wide range of dietary requirements	✓	
Flexibility	✓	
Teamwork and communication skills	✓	
A willingness to learn and to take onboard instructions	✓	
Organisational skills	✓	
Attention to detail to ensure consistently high standards	✓	
The ability to work without supervision	✓	
A willingness to support and contribute to the ethos of the Fox Federation	✓	

Successful applicants will need to undertake an Enhanced Disclosure via the Disclosure and Barring Service and be committed to the responsibility of safeguarding and promoting the welfare of children.