Job Description and Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	School Chef
Summary of the role:	To prepare, cook and serve hot and cold meals in accordance with the weekly menu cycle, theatre kitchens and hospitality commitments whilst complying with all government legislation and school policy. To work on a 3 week rotational basis incorporating one weekend in three during term time and various shifts during non-term time depending on commercial activity.
Line management responsibility for:	N/A
Main duties and responsibilities:	• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. • To act in support of a busy catering and hospitality department, performing a wide variety of general catering functions in collaboration with other members of the department. • To support the central management team with their primary job objectives. • Responsible for ensuring all food is prepared, cooked and served in accordance with current legislation whilst working both independently and within a team environment. • To assist with the development of the menu cycle and provide input on promoting 'Healthy Eating' concepts within the school. • The chef is to ensure that they actively monitor and complete all food safety documentation as per the food safety management plan. • To be a team player and work closely with other members to ensure the department have full cover at all times and have the foresight to think ahead in highlighting potential short falls. • Carry out cleaning duties commensurate to your trade and the cleaning schedules provided and adopt the schools 'Clean as you go' ethos.

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	• To ensure that all equipment is operated in accordance with manufacturers guidelines and report any maintenance or failure issues to your superiors. • Assist in maintaining a robust stock management system and communicate with the central team on ordering and stock issues. • Take part in regular training periods and meetings to improve personal and professional development. • As part of your role assistance will be required in the cold food preparation area. This includes vegetable, sandwich and salad bar preparation, meat slicing. • Assist and take charge of functions, special events and summer lets activities as and when required on a continuous basis. • Complete other tasks commensurate to your trade and skill level as directed by the central management team. • To cook and serve on the schools catering specialist bars on a daily basis – This includes live cooking in front of the customer. • Able to serve meals to the students at mealtimes when instructed to do so as well as informing students on information relevant to a balanced diet. • To work an additional 5 hours of function/hospitality time throughout the academic year on official functions to assist with the school's hospitality commitments. • The ability to communicate effectively with casual members of staff and ensuring the tasks are commensurate with their age and ability levels. • Be flexible to the changing demands of the job.
Line management duties and responsibilities	• To be responsible for the safe use of equipment, its maintenance reporting and health and safety requirements. • The safe and economical use of chemicals in conjunction with COSHH Regulations and safety data sheets as well as the ability to maintain stock levels, store correctly and restock when required. **You may also be required to undertake such other comparable duties as the headmaster or your line manager requires from time to time.**

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Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	**Desirable**	**Method of assessment**
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	*The professional, technical or academic qualifications that the Applicant **must have** to undertake the role or the training that they **must have** received* • City & Guilds 706 1 & 2 or NVQ equivalent in catering. • Basic food hygiene certificate.	*The professional, technical or academic qualifications that the Applicant **would ideally have** to undertake the role or the training that **they should ideally have** received* • Advanced culinary skills qualification. • Intermediate or advanced food hygiene award or NVQ equivalent. • Health & Safety certificate.	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	*The categories of work or organisations, types of achievements and activities that would be likely **to predict** success in the role* • Proven ability in commercial catering.	*The categories of work or organisations, types of achievements and activities that would be likely to **contribute to** success in the role* • Experience of large school catering.	Contents of the application form Interview Professional references

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	• Proven ability in bulk catering for around 600 personnel on a continuous basis.	• Health & Safety awareness.	
Skills	*The skills **required** by the Applicant to perform effectively in the role* • Time management. • Team player. • The ability to stay calm in an emergency. • A reliable, confident and adaptable person.	*The skills that would **enable** the Applicant to perform effectively in the role* • Common sense. • The ability to prioritise tasks.	Contents of the application form Interview Professional references
Knowledge	*The knowledge **required** by the Applicant to perform effectively in the role* • Health & Safety awareness. • Food safety awareness.	*The knowledge that would **enable** the Applicant to perform effectively in the role* • COSHH Awareness. • Manual handling awareness. • Knowledge of food trends and innovations.	Contents of the application form Interview Professional references

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Personal competencies and qualities	*The personal qualities that the Applicant **requires** to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people* • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • supportive of the Quaker ethos and principles • Good communicator	*The personal qualities that would **assist** the Applicant to perform effectively in the role* • A 'Can do' attitude.	Contents of the application form Interview Professional references