



Job Description and Person Specification

<p>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.</p>	
<p>Job Title:</p>	<p>School Chef</p>
<p>Summary of the role:</p>	<p>To prepare, cook and serve hot and cold meals in accordance with the weekly menu cycle and hospitality commitments whilst complying with all government legislation and school policy.</p> <p>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.</p>
<p>Line management responsibility for:</p>	<p>Kitchen Assistants and Kitchen Porters</p>
<p>Main duties and responsibilities:</p>	<ul style="list-style-type: none"> • 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 domestic department, performing a wide variety of general catering functions in collaboration with other members of the department. • To support the central management team and the Head Chef 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. • To actively monitor and complete all food safety documentation as and when dictated by critical control points and within the HACCP procedures. • To be a team player and, working closely with other members, ensure the department has full cover at all times. • To carry out cleaning duties commensurate to your role. • To ensure that all equipment is operated in accordance with manufacturers' guidelines and report any maintenance or failure issues to your line manager(s).



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	<ul style="list-style-type: none"> • To assist in maintaining a robust stock management system. • To take part in regular training periods and meetings to improve personal and professional development. • To assist in the cold food preparation area when directed to do so by the Chef Manager/Head Chef. This includes vegetable, sandwich and salad bar preparation, meat slicing and takeaway food for The Hub. • To assist and take charge of functions, special events and summer lets activities as and when required. • To serve meals to the students at meal times 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. • To supervise casual staff during their domestic duties during the evenings, weekends or functions • To ensure the department is left secure. • To ensure the safe and economical use of chemicals in accordance with COSHH Regulations and safety data sheets • To ensure rubbish is disposed of in accordance with the School's recycling programme. • To complete other tasks commensurate to your role and skill level as directed by the central management team.
<p>Line management duties and responsibilities</p>	<ul style="list-style-type: none"> • Casual staff

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	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • City & Guilds 706 1 & 2 or NVQ equivalent in catering. • Basic food hygiene certificate. 	<p><i>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</i></p> <ul style="list-style-type: none"> • Advanced culinary skills qualification. • Intermediate or advanced food hygiene award or NVQ equivalent. • Health & Safety certificate. 	<ul style="list-style-type: none"> • Production of the Applicant's certificates • Discussion at interview • Independent verification of qualifications
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Proven ability in commercial catering. 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of large school catering. 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



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	<ul style="list-style-type: none"> • Proven ability in bulk catering for around 600 personnel on a continuous basis. 	<ul style="list-style-type: none"> • Health & Safety awareness. 	
Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent time management skills • Team player. • Ability to stay calm in an emergency. • Reliable, confident and adaptable 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Common sense. • The ability to prioritise tasks. 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Health & Safety awareness. • Food safety awareness. 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • COSHH Awareness. • Manual handling awareness. • Knowledge of food trends and innovations. 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



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<p>Personal competencies and qualities</p>	<p><i>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</i></p> <ul style="list-style-type: none"> • 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 • emotional resilience in working with challenging behaviours • positive attitude to use of authority and maintaining discipline • Good communicator 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • A 'can do' attitude. 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
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