



## **JOB SPECIFICATION**

### **COLLEGE CHEF**

**Line Manager:** Catering Manager

**Salary:**

£20,000 per year (actual salary based on the hours to be worked as detailed below)

**Paid Hours per week:**

40 hrs per week during term-time (approx. 39 weeks per year).

In addition attendance is required at Staff Inset Training Days (approximately 5 days per year).

**In total 39 paid weeks of work per year plus 4.5 weeks of paid holiday to be taken during the school holidays (total of 43.5 weeks).**

**General description of job:**

To lead by example in cooking food of the highest quality and, under the direction of the Catering Manager, to ensure that the department objectives of delivering first class food and service are fulfilled in a timely and professional manner.

**Main Tasks:**

- To lead by example in cooking food of the highest quality and keeping up to date with latest food trends.
- Deputise for the Catering Manager in her absence.
- Control catering production as required by the Catering Manager.
- Prepare high quality hot and cold food to menu specifications and within the budgets set.
- Assist in menu planning, ordering, stock rotation, and costing of menus.
- Check deliveries and assist in stocktaking.
- Serving staff and students using cashless tills.
- Ensure all kitchen and work areas and surfaces are cleaned on a daily basis.
- Adhere to and record all appropriate temperature records and cleaning schedules in accordance with The Chalfonts Community College HACCP policies and procedures.

- Apply health and safety and food hygiene standards including HACCP.
- Knowledge of school food standards
- Lead the monitoring and delivery of food for students with allergies / intolerances.
- Ensure the food allergy/food intolerance manual is updated and current.
- Line manage chefs and other catering assistants within the kitchen environment as appropriate.
- Reasonable additional duties as required by the Catering Manager.

### **Safeguarding of Children**

- All staff are responsible for the safeguarding and wellbeing of children in line with the School's Safeguarding (Child Protection) Policy.

### **Essential competencies:**

- An appropriate catering qualification or equivalent experience.
- Kitchen leadership skills.
- Ability to multitask and co-ordinate food service on time.
- Ability to manage and implement relevant legislation by keeping up to date (training provided)
- Ability to represent the catering at The Chalfonts Community College professionally to parents, pupils, staff and visitors.
- Enthusiasm, energy and commitment.
- Good punctuality and attendance record.
- Good team player.
- A genuine love of cooking
- Understanding of the importance of Health & Safety and food safety guidelines.

### **Desirable competencies:**

- Previous experience of successfully managing a busy kitchen.
- Previous experience of cooking within an educational environment.

### **Employee Benefits include:**

- Uniform provided
- Support Staff Pension Scheme.
- Complementary coffee and tea during the working day during term-time.
- Complementary meals as provided to the students during term-time.
- Free car parking on site.
- Employee Assistance Programme providing free advice and support to all employees on a wide range of issues.

*The Chalfonts Community College is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*