

MATRIX ACADEMY TRUST
Job Description – Deputy Chef

Arrangement:	Full time – 37 Hours Term Time Only
Salary:	Scale Group 6 Spine Point 21 – 24
Main Purpose:	The Deputy Chef will assist the Head Chef in being responsible for the school's kitchen, meal production, administration and management of staff. They will be able to cover in the absence of the Head Chef.
Main Activities:	<ul style="list-style-type: none"> • To support the Head Chef in the management of catering staff. • To supply the highest level of customer care and service whether in the public eye or in the back of house areas. • To be trained in ordering supplies and invoicing procedures. • To order stock and deal with invoices. • Manage staff under the Head Chef's instruction or in the Head Chef's absence. • Complete stock take. • To cover all duties assigned by the Head Chef in their absence if required. • To be creative with food presentation. • Assist in the allocation of staff job roles within the kitchen. • To ensure Food Service Assistants use the correct portion size and understand the content of dishes. • To ensure that the kitchen stores and other potential areas of loss are secured at all times according to the instructions laid down by the management. • Assist the Head Chef in any after school events. • To prepare, cook and serve any food delegated as your responsibility by the Head Chef, ensuring that the highest possible quality is maintained and that agreed standards for food preparation and presentation are met at all times. • To adhere to Matrix Academy Trust policies & procedures in regards to temperature checks, food labelling and dating, cleaning schedules and hygiene regulations at all times and ensuring that all records of such are updated and kept. • Motivate the kitchen staff to achieve targets and maintain a high standard in the Head Chef absence. • To assist with the acceptance and storage of deliveries and that all relevant procedures are adhered to. • To be punctual for work and report to the Head Chef. • To be flexible in your work and assist colleagues when required. • To ensure you maintain your work areas to a clean, hygienic and tidy state at all times. • To carry out daily and weekly cleaning and preparatory procedures. • To wear the full and correct uniform at all times whether serving customers or working in the back of house kitchen prep areas. • To protect the Gross Profit % through the control of wastage, stock rotation and portion control. • To recognise the importance of good stock management/control and its importance in the catering provision meeting its targets. • To identify and remove any hazards within the Kitchen or dining area and make safe any defects and report any problems to the Head Chef or Site Team. • To understand and adhere to Matrix Academy Trust's Health and Safety and Healthy Food Policies. • To be fully aware and adhere to the following procedures: <ul style="list-style-type: none"> • Sickness and accident report procedures,

	<ul style="list-style-type: none"> • Fire and evacuation procedure • To comply with all COSHH and safety requirements relating to chemicals and equipment used in the kitchen.
Additional duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community and to support its distinctive mission and ethos. • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos/work/aims of the school and supports its distinction mission • Appreciate and support the role of other professionals. • Participate in training and performance development as required • To attend first aid training as required • To attend other training courses as required • Any other duty as deemed appropriate to the post by the Headteacher.

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

MATRIX ACADEMY TRUST
Person Specification – Deputy Chef

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
Relevant catering NVQ or equivalent qualification.	E	A
Adequate level of literacy and numeracy (GCSE in English & Maths)	E	A
First Aid Qualification	D	A
Hold a valid food safety certificate	D	A
Experience and Knowledge		
Experience of preparing, cooking and serving of food within a large catering operation e.g. school, large restaurant	E	A/I
Experience of manual handling procedures	E	I
Knowledge of Natasha's Law (2021) and other relevant food hygiene standards	E	A/I
Practical Skills, Personal Qualities and Behavioural Attributes		
Able to complete all physical requirements of the role e.g. lifting catering equipment, standing for long periods of time	E	A/I
Ability to lead a team of employees	E	I
Ability to work independently using own initiative	E	I
Can work constructively as part of a team	E	I
The ability and willingness to do additional hours as and when required	E	A/I
Dependable and reliable	E	A/I
Confidence in being responsible for staff and facilities	E	A/I
Committed to the provision and improvement of quality service provision	E	A/I
An ability to provide high levels of customer care at all times	E	A/I
Excellent inter-personal skills, with both children and adults	E	A/I/S
Good time-management and organisational skills	E	A/I

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).