

	Job Description	
	Role: Head Chef	
	Grade: H9	Reports to: Catering Manager
	Role specifics: 37 hours per week, Term time plus 4 weeks	

Main Areas of Responsibility

Menu Planning and Food Preparation

- Assist the Catering Manager in developing and planning costed menus in line with school specifications, using fresh, local and seasonal ingredients
- Prepare and serve fresh, home-cooked meals for approximately 1,000 day pupils, Boarders and staff at lunch each school day
- Oversee breakfast, supper, and weekend catering for a boarding community of around 120 boarders
- Follow costed recipes and alert Manager to any ingredient/allergen changes
- Ensure all methods of food preparation and presentation meet the standards set by the Catering Manager

Food Safety, Hygiene, and Compliance

- Ensure all food stock is received, stored, labelled and handled in accordance with hygiene legislation and school policies
- Maintain the highest standards of personal hygiene and safety at all times
- Complete and check due diligence records, including food temperature sheets and monthly audit actions
- Ensure all areas are clean, tidy, and well-stocked, and report any faulty equipment to the Catering Manager immediately
- Conform to required dress codes, ensuring uniforms (including shoes) are clean and presentable

Operational Management and Administration

- Order supplies and ingredients as per menu requirements
- Carry out stock taking monthly
- Serve meals at counters, maintaining a professional rapport with students and staff
- Ensure prompt and efficient meal service, especially within tight timeframes
- Ensure counters and tables are cleared down at the end of service to the standards laid down on the cleaning schedule or as required
- Attend staff meetings and training courses as required
- Report any accidents or incidents to management promptly

Team Leadership and Staff Development

- Lead the team of chefs and catering staff in the daily operation of a large catering department
- Work closely with the Catering Manager to train, support, and motivate the catering team
- Supervise all areas of the catering department throughout service, making on-the-spot decisions to ensure smooth operation

- Assist the Catering Manager in the recruitment and induction of new staff members
- Supervise the Catering Team, ensuring the highest standards of quality, presentation, cleanliness and organisation are followed
- Provide ongoing training for chefs in relevant legislation

Customer Service and Communication

- Handle customer complaints and compliments, reporting feedback to the management team
- Demonstrate excellent communication skills with students, staff, and external clients
- Be able to motivate the team with a positive 'can-do' attitude

Additional and Occasional Duties

- Cover staff absences due to sickness or holidays as needed
- Assist in other areas of the catering department as dictated by business demands
- Attend to any other reasonable requests from the management team
- Cater for Internal, Residential & External events as and when required

Equalities

Be aware of and support difference and ensure that the School's equalities and diversity policies are followed.

Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, food safety, confidentiality and data protection, and report all concerns to an appropriate person.

There will be times when the postholder works alone and they must be prepared to take all appropriate health and safety precautions, taking responsibility for themselves and the site whilst on duty.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of the school's pre-employment checks.

All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

Additional Information

The postholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

All new recruits to the school within this Grade are subject to a six-month probationary period, which

should provide you with the opportunity to discuss your progress within the role, identify any training needs and address any concerns.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

	Essential	Desirable
Training and Qualifications	<ul style="list-style-type: none"> • GCSE Maths and English grade 4 or above (or equivalent) • City & Guilds 706/1&2 or NVQ equivalent • Level 2 accredited Food Hygiene certificate • Relevant training and certificates in catering, such as C&G, NVQ or equivalent 	Level 3 Food and Hygiene Certificate
Experience and Knowledge	<ul style="list-style-type: none"> • Experience of high volume catering to a high standard • Experience of Supervising a team of chefs and kitchen assistants • Experience of online ordering systems • Knowledge of current food trends • Knowledge of current allergen legislation 	Experience of working within a school catering environment
Personal Attributes	<ul style="list-style-type: none"> • Demonstrate good communication skills with a wide range of stakeholders including staff, students and external clients • Ability to use own initiative and have the confidence to lead a large catering team in a dynamic environment • Proactive approach with strong problem-solving skills • Resilience and ability to work well under pressure • Understands the flexible nature of the role and has a desire to help others • Understands the confidential nature of the role • Ability to use discretion and communicate with tact, diplomacy and sensitivity • Active awareness of Food and Hygiene standards as required 	

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Line manager name:	
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Postholder signature:	
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Line manager signature:	
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Date:	
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