



Job Description

School Chef, St John's Church School

Purpose of job:

To lead the day-to-day running of the school kitchen, ensuring the planning, preparation and service of high-quality, nutritious meals in line with School Food Standards, food safety regulations and the school's policies. To oversee kitchen staff, manage ordering and stock, maintain excellent hygiene and ensure a positive dining experience for pupils and staff.

Key responsibilities:

Leadership & Management

- Lead the catering team, including supervising, training and supporting kitchen staff
- Organise daily workload, ensuring an efficient service and a safe working environment.
- Promote high standards of professionalism, customer service and teamwork

Food preparation & Service

- Plan and deliver a compliant rolling menu that meets School Food Standards and dietary requirements
- Prepare and serve meals to agreed quality and portion standards
- Ensure lunchtime runs smoothly and supports a positive dining experience

Food Safety, Hygiene & Compliance

- Be responsible for ensuring compliance with food hygiene legislation, School Food Standards, allergen procedures and HACCP-based controls.
- Maintain accurate records (eg temperature logs, cleaning schedules, allergen records)
- Ensure the kitchen, equipment and storage areas meet required hygiene standards at all times
- Follow COSHH guidelines for the safe use of chemicals

Allergen & Dietary Needs Management

- Maintain up-to-date allergen information and follow the school's allergen procedures
- Ensure meals are safely adapted for pupils with dietary, medical or religious needs

Ordering, Stock & Budget Management

- Order food and supplies efficiently, maintaining stock levels within budget
- Check and store deliveries safely and accurately
- Monitor stock rotation and minimise waste

Kitchen Administration

- Report equipment faults, accidents and hazards promptly
- Maintain records required by the school (food safety checks, cleaning logs, stock control etc)
- Liaise with the SBM / COO as needed

Collaboration and Development

- Work collaboratively with catering colleagues across the federation to develop menus, share recipes, ideas and best practice.
- Contribute to joint purchasing discussions and work with suppliers to secure value for money and support consistent quality across schools.
- Participate in shared development work to strengthen school food provision across the federation.

Additional Duties

- Support occasional catering for school events
- Attend training as required
- Undertake any other duties appropriate to the role to support smooth running of the school kitchen.
- Contribute to menu costing and income/expenditure monitoring.
- Support continuous improvement in sustainability, waste reduction and healthy eating.

Skills & Experience

Essential:

- Experience of working in or running a catering operation (school or similar).
- Recognised professional cookery qualification (e.g. NVQ Level 2/3 Professional Cookery or equivalent) and Food Hygiene qualification.
- Knowledge of food safety, hygiene regulations and allergen management.
- Ability to plan menus and cater for a range of dietary needs.
- Strong organisational skills and ability to lead a small team.
- Good communication and customer-service skills.
- DBS clearance and understanding of safeguarding responsibilities.

Desirable:

- Experience working in a school setting
- Experience managing a catering budget
- Additional food safety or catering management training