

JOB DESCRIPTION

JD no: 26

Job Details

Post Title	Head Chef
Responsible to	Line Manager

Purpose of job

To take responsibility for the safe, effective and efficient operation of all activities within the kitchen, including the planning, preparation and cooking of meals within a school.

Responsibilities

1. Responsible for the provision of an effective and smooth catering service through preparation, cooking and serving of food, in line with established procedures.
2. Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety and food hygiene regulations at all times, taking action where appropriate. To report serious hazards to the senior staff immediately.
3. Operate and maintain a range of kitchen equipment, following training. Provide training to other kitchen staff.
4. Organise and supervise the work of other kitchen staff, including ensuring they have been adequately trained.
5. Under the direction of senior staff, order food, beverages and other commodities from designated suppliers and ensure hygienic storage in accordance with domestic and catering standards.
6. Assist with the planning and preparation of balanced limited choice menus according to nutritional standards and taking into account the dietary needs of pupils and staff, their varied cultural and religious backgrounds, costs and budgets.
7. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Head Chef will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Head Chef will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Head Chef is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Head Chef will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Head Chef is employed for 35 hours per week for 39 weeks (Term time + 5 training days)

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Head Chef will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Head Chef will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.