

JOB DESCRIPTION

POST TITLE: Sous Chef

RESPONSIBLE TO: Head Chef

REMUNERATION: £18,717 pro rata
45 hours per week for 38 weeks per year

- (i) This job description is not a comprehensive definition of the post. Discussions will take place between the Executive Headteacher and the individual concerned on a regular basis to clarify individual responsibilities within the general framework and character of the post identified below.
- (ii) In drawing up this job description the Executive Headteacher acknowledges his responsibility in those ways defined for Headteachers in his Contract of Employment, to enable the holder of this post to carry out the assigned duties and responsibilities. The Executive Headteacher will consult you as appropriate during any review of these duties.

Job Purpose:

Assisting the Chef in the production and provision of the day to day food service for children and staff.

Knowledge, Skills and Experience Required:

- A professional catering qualification such as City and Guilds 706/1 or appropriate NVQ.
- Relevant qualification(s) in food safety, such as Level 3 Award in Supervising Food Safety in Catering or Level 3 Award in Practical Food Safety Supervision for Catering, or equivalent
- Basic Food Hygiene Certificate.
- Experience in catering for large numbers, preferably in a school environment.
- Proven supervisory skills and experience.
- Baking skills
- Excellent communication skills between co-workers, school staff, pupils, suppliers, contractors and parents.
- Health and Safety awareness.
- Technical knowledge of catering equipment.
- Knowledge of statutory requirements for food safety and allergens.
- The ability to make decisions, plan work and follow it through.
- Ability to motivate staff and provide innovative catering ideas.
- Ability to control costs and work within budgets.

Key Tasks:

1. Food Preparation and Cooking Activities

- Daily lunch menu, functions and the provision of special dietary meals.
- Economical use of ingredients.
- Production of appetising meals and menus.
- Familiarity with modern kitchen equipment.
- Refreshments for meetings and functions.
- Promotion of homemade food, fresh ingredients and healthy eating.
- To meet service deadlines and ensure adequate quantities of food are produced.

2. Food Service Activities

- To assist with food service as necessary at lunchtime and during functions.
- Ensure food is attractively presented and the correct portion controls are in place.
- Take responsibility for allergen management for children's meals

3. Some staff Supervision

- Under the guidance of the Chef, some supervision of staff on a day to day basis.
- Motivating, encouraging and training as necessary.
- Covering absences by taking appropriate actions to reorganise the staff.

4. The Promotion of a Caring Environment and Good Inter-Departmental Relations

- Receptive to the needs of the pupils, parents and staff.
- Good interpersonal skills required.
- Helpful and co-operative attitude.

5. Assisting in Service Development

- Work alongside the Chef to enhance and develop the catering service which may include diversifying into new trading areas.

6. Deputising in the Head Chef's absence

Work Demands:

- Preparing and serving a high volume of meals and refreshments daily.
- Some attendance at school events.
- Staying current and embracing training opportunities.

Physical Demands:

- Standing, lifting and walking.

Working Environment:

- School buildings. Industrial kitchen.

Part 2

The post requires you to support those who work and learn within the establishment and to do so at the reasonable direction of the Executive Headteacher or his representative. This job description may be reviewed at the end of the academic year or earlier if deemed necessary. It may be amended at any time after consultation with you. The contents of this job description are known to have been, as appropriate, discussed with the post holder in question.

SIGNED:

Jonathan Bishop, CEO

SIGNED:

Sous Chef

DATED: