



# SLOUGH AND ETON CHURCH OF ENGLAND BUSINESS AND ENTERPRISE COLLEGE

## JOB DESCRIPTION

Effective date:

### ASSISTANT CHEF

Responsible to:

Chef & Catering Manager

#### Main purpose of the job

Deputise for the chef and assist with the operational efficiency of the catering service, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management. Maintenance of the highest standards of staff management, hygiene and health and safety.

#### Main job functions and responsibilities. The post holder will:

##### CATERING

1. In the absence of the chef, be responsible for the day to day running of the catering operation.
2. Be responsible for the preparation and presentation of all food to the required statutory regulations and school standards.
3. Ensure that methods of preparation and presentation comply with current recognised catering standards and food safety legislation.
4. Order raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly.
5. Ensure all Catering Assistants carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines.
6. Ensure all catering staff adhere to the portion standard yields as stated within the recipe specification and required by the school.
7. Be responsible for the monitoring of menu planning and ordering.
8. Ensure the prompt service of all meals, breaks and functions provided, as required by the Headteacher.
9. Ensure any comments regarding the catering operation – positive or otherwise, are noted and acted upon appropriately.
10. Purchase all supplies through agreed suppliers and advise the Catering Manager of any unsolved difficulties with suppliers
11. Be responsible for stock control and rotation of stock.

##### COMMUNICATION

1. Maintain regular contact with the Catering Manager and the Business and Procurement Manager.
2. Be responsible for the immediate reporting of staff absences to the Catering Manager.

**TEAM LEADERSHIP**

1. Assist with the induction of all new members of the catering staff.

**HEALTH AND SAFETY**

1. Report all accidents and unfit foods.
2. Ensure that all aspects of health and safety legislation are complied with so far as the catering service is concerned.
3. Ensure that the cleaning schedule is complied with and carry out cleaning as required.
4. Ensure compliance with Food Hygiene Management system including daily monitoring records.

**OTHER**

1. Take all necessary steps to ensure maximum security of kitchen supplies and equipment.
2. Identify and recommend improvements and cost savings to the benefit of the school.
3. Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
4. Ensure that all duties and services provided are in accordance with the School's Equal Opportunities framework.
5. Carry out any other duties as directed by the Catering Manager or Headteacher, as may from time to time be agreed, in accordance with the nature of the job as described above.

**Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Slough and Eton School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

**GDPR**

During the course of your employment you will have access to data and personal information which should be managed in accordance with the General Data Protection Regulations (GDPR).

**Safeguarding Children**

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Signed by

Job Holder: ..... Date:.....

## Person Specification

### Assistant Chef

	Essential	Desirable
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• 5 GCSEs at Grade C or above including English and Maths or equivalent</li> <li>• Catering qualification to deliver to Healthy Eating standards</li> <li>• Health and Safety with regards to catering equipment, service and staff</li> <li>• Relevant Certificate in Food Hygiene</li> </ul>	✓  ✓ ✓	✓
<b>Knowledge and Skills</b> <ul style="list-style-type: none"> <li>• Able to lead and manage a team – day to day management and organisation of work.</li> <li>• Able to respond to a wide range of queries.</li> <li>• Able to use high level decision making skills.</li> <li>• Good organisational skills.</li> <li>• Effective interpersonal skills.</li> <li>• Understanding of catering standards and food safety legislation.</li> <li>• Understanding of menu planning around Healthy Eating nutritional standards for schools.</li> <li>• Able to work to deadlines.</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
<b>Experience</b> <ul style="list-style-type: none"> <li>• Have a track record of managing and monitoring a team of staff.</li> <li>• Have experience of mass catering and working to budget.</li> <li>• Have experience of managing and facilitating Health and Safety procedures within a catering service.</li> <li>• Have experience of dealing with suppliers and negotiating orders.</li> <li>• Have experience of stock control and rotation of supplies.</li> </ul>	✓	✓ ✓  ✓ ✓
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>▪ High quality communication skills</li> <li>▪ A sense of humour</li> <li>▪ A flexible and adaptable approach</li> <li>▪ A desire to continue to learn and develop</li> <li>▪ Resilience and determination to be successful</li> <li>▪ Commitment to safeguard and promote the welfare of children and young people</li> </ul>	✓  ✓ ✓ ✓ ✓	✓