



## Job Description

**Position:** Chef

**The ideal candidate:**

The ideal candidate will contribute to the success of the school by delivering a first-class service in providing school meals to staff and students that is nutritionally balanced and meets all religious and dietary requirements. It is essential that the post holder is able to work as part of a team and get along with a wide range of stakeholders.

**Purpose of job:** To undertake the planning, preparation, serving and clearing away of school meals.

**Main duties and responsibilities:**

1. To lead all catering functions within the school, including lunches, extended-hours provision, snacks and refreshments. This may include packed lunches or hot food to be taken off-site.
2. To work with and manage the kitchen assistants to ensure a safe and efficient catering service.
3. To ensure that a smooth, seamless service is provided for staff and students to support learning within the school, ensuring that lunch-time is a relaxing and social even for staff and students.
4. To plan a rolling menu, ensuring all School Food Guidelines are adhered to and dietary requirements are met (such as halal, vegetarian, diabetes, nuts and so on).
5. To prepare, serve and clear away school lunches every day along with the kitchen team.
6. To place orders for supplies to ensure that provision is sufficient to meet requirements.
7. To adhere to all food regulations relating to heat level of cooking, storage and serving of food and similar. To ensure accurate records are kept.
8. To adhere to all regulations relating to storage of food at correct temperatures. To ensure accurate records are kept.
9. To clean and inspect daily the hygiene of the kitchen. To undertake daily cleaning duties along with the kitchen team and to assist in ensuring that satisfactory levels of cleanliness and hygiene are achieved and maintained.
10. To make appropriate checks, including temperature of food, fridges and freezers daily and keep appropriate records, and similar. To maintain all relevant logs, records and information as required by management.
11. To manage any food or kitchen related schemes (if applicable). To ensure appropriate records are kept.
12. To manage the milk scheme (if applicable), ensuring milk is received, checked and stored correctly. To ensure appropriate records are kept.

13. To oversee the kitchen's food management manual and procedures as required of food hygiene standards.
14. To provide day-to-day guidance and support to the kitchen assistants.
15. Keep up to date with current relevant legal requirements and food hygiene and safety regulations. To understand Health and Safety at Work matters (including COSHH and Manual Handling regulations) and ensure relevant Health and Safety regulations are adhered to.
16. To ensure that the kitchen meets the highest standards of food hygiene whenever inspected.
17. To oversee stock management.
18. To oversee cleaning schedules.
19. To report all accidents and spillages to the relevant staff (where applicable).
20. To check all kitchen equipment and report faults to the relevant staff.
21. To report any necessary repairs to the building, furniture, fittings, fixtures and equipment to the relevant staff (where applicable).
22. To attend training courses as directed by management.
23. To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school.
24. To adhere to all policies and procedures of the school and the trust, including safeguarding children, health and safety and all other policies and regulations.

Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed where necessary and may be subject to amendment at any time after consultation with the post holder to reflect or anticipate changes in the job which are commensurate with the grade and job title. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants must undergo an enhanced DBS check and checked against the DBS Barred List. Offer of employment is subject to the receipt of satisfactory references as according to our Safer Recruitment Policy.



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## Person Specification

**Position:** Chef

### **Skills & Experience**

#### **Essential:**

- Previous experience of running a school kitchen and catering service.
- An appropriate catering / food hygiene qualification.
- Excellent customer service.
- Previous experience of planning menus on a similar scale.
- Experience of meeting the needs of a wide range of dietary requirements whilst still producing nutritionally balanced meals.
- A clear understanding of the legal regulations involved in storing, cooking a serving food.
- A clear understanding of the legal regulations relating to recording good hygiene procedures within the kitchen.
- A willingness to provide food off-site for students and teachers.
- DBS clearance to work with children.
- An understanding of Safeguarding issues.
- A willingness to support and contribute to the ethos of the school and the trust.

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