



GENERAL JOB DESCRIPTION CHEF
RESPONSIBLE TO THE CATERING OFFICE MANAGER

PURPOSE OF JOB

1. Prepare and cook food to the required standard under the direction of the Catering Manager.
2. Main duties and responsibilities, responsible for the preparation of foods in a hygienic and nutritional manner and in accordance with the required standards expected by the School Governors and senior Management and within the required catering budget.
3. All food should be homemade whenever possible and cook as near to service time as possible.
4. Chefs are responsible for their wellbeing and the wellbeing of their colleagues at all times and to work in a responsible and safe manner.
5. Ensure all staff use equipment and perform duties, which they are trained for and to ensure all equipment is used in a safe and hygienic manner.
6. To cook all food to the required temperatures and to cover and store all foods using the appropriate date label system that is in place.
7. To ensure stock is used in a rotational manner
8. Ensure that all required controls are performed and that all documentation is fully completed and handed to the Catering Manager for his signature on a weekly basis.

ADDITIONAL DUTIES

1. Be prepared to cover extra hours to cover sickness and school functions as and when required.
2. Need to cover duties within the Prep School as and when required.
3. Be prepared to cover any shift (breakfast, lunch or supper) as and when required.
4. Be prepared to wash up in the pot wash area and serve on the counter throughout service times when needed.
5. Be prepared to clean equipment within the kitchen when needed.
6. Also, be prepared to deliver functions around the school when necessary.
7. Be prepared to help with kitchen deep cleans in the school holidays.
8. Chef on Supper duty is responsible for the locking down of the kitchen and ensuring all equipment is turned off and isolated.
9. Attend all training internally and externally.
10. Carry out any other duties that are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by your line manager or his/her higher level of authority.