



## St. Julie's Catholic High School

### JOB DESCRIPTION – ASSISTANT CHEF (TEMPORARY)

<b>Post Title</b>	<b>Assistant Chef (Temporary)</b>
<b>Working Time</b>	Part Time, 25 hours per week, 9.00 am to 2.00 pm, Term Time Only, 39 weeks including 5 INSET days
<b>Salary/Grade</b>	<b>Grade 2: (Points 3-5)</b>
<b>Line Manager</b>	Catering Manager
<b>DBS Disclosure Level</b>	Enhanced with Children's Barred Checklist
<b>Main Purpose</b>	
<ul style="list-style-type: none"> <li>To prepare ingredients, cook dishes to recipes whilst ensuring delivery of high-quality meals whilst maintaining consistency.</li> <li>Assist the Catering Manager and Chef to develop new dishes and/modify existing recipes</li> <li>To be responsible for the presentation of meals ensuring they are visually appealing and meet the required 'School Food Standards'.</li> <li>To deputise for the Chef as and when required with the support of the Catering Manager</li> </ul>	
<b>Core Responsibilities and Tasks</b>	
<ul style="list-style-type: none"> <li>To abide by School Policies, Procedures, and current Government Legislation i.e., Health and Safety, Food Hygiene, Allergen information, and School Food Plan "Food Standards"</li> <li>To maintain confidentiality of information obtained at work</li> <li>To show due regard to the Health and Safety of yourself, colleagues and customers</li> <li>To work to the specified standards for good customer care</li> <li>To carry out the service of meals for and to students, staff and guests</li> <li>To ensure correct food storage, handling and preparation of food</li> <li>To organize food areas such as dry store, walk in fridge and freezer assisting with rotation of food to ensure best quality.</li> <li>To carry out general cleaning duties associated with the Catering Department including cleaning the Dining Rooms, Kitchen and associated areas, cleaning equipment in the Department, etc</li> <li>To cover for colleagues' work when directed or through your own initiative where appropriate</li> <li>To report of faults, defects or problems associated with the work area to the appropriate person</li> <li>To report unsafe practices or methods of work or breaches of Health and Safety rules to the Catering Manager or appropriate person</li> <li>To work reasonable additional hours when necessary, by prior agreement, unless in the event of an emergency</li> <li>To undertake any training that has been identified as being required for the undertaking of your duties</li> </ul>	
<b>Management Information</b>	
<ul style="list-style-type: none"> <li>To attend meetings and training as directed by the Catering Manager</li> </ul>	
<b>Communications</b>	
<ul style="list-style-type: none"> <li>To ensure that any issues relating to Catering are relayed to the Catering Manager, or in his absence the designated appropriate person, on a daily basis</li> </ul>	
<b>Marketing and Liaison</b>	
<ul style="list-style-type: none"> <li>To ensure the kitchen and dining areas are clean and hazard free.</li> </ul>	
<b>Quality Assurance</b>	
<ul style="list-style-type: none"> <li>To help implement the school procedures and Best Value principles</li> <li>To maintain appropriate records as required by the Catering Manager</li> <li>To implement and to assist in the improvement and modification of the Catering systems</li> </ul>	



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<b>Professional Development</b>
<ul style="list-style-type: none"><li>• To engage in the Performance Review process</li><li>• To continue Professional Development as agreed with Line Manager</li><li>• To undertake any training and attend meetings that have been identified as being required for the undertaking of your duties</li></ul>
<b>Knowledge, Skills, Experience</b>
<ul style="list-style-type: none"><li>• Experience of preparing high quality meals and delivery of a catering service</li><li>• Level 2 Food Safety Qualified</li><li>• First Aid Qualified or working towards Certification</li></ul>
<b>Pastoral System:</b>
<ul style="list-style-type: none"><li>• To comply with the school's Safeguarding procedures and to undertake the relevant courses as necessary</li><li>• To always make sure that the Dining areas are clean and hazard free</li></ul>
<b>Additional Duties</b>
<ul style="list-style-type: none"><li>• To play a full part in the life of the school supporting its distinctive mission and encourage staff and pupils to support this ethos</li></ul>
<p>While every effort has been made to explain the main duties and responsibility of the post, each individual task may not be identified.</p> <p>Employees will be expected to:</p> <ul style="list-style-type: none"><li>• Comply with any reasonable request from a Manager to undertake work of a similar level or grade that is not specified in the Job Description</li><li>• Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors</li><li>• Employees are expected to have a consistently clean, tidy, and orderly appearance</li><li>• Employees are expected to possess a reasonable level of fitness suitable for the work required</li></ul> <p>The school will endeavour to make every reasonable adjustment to the job and the working environment to enable access to employment appointments for disabled job applicants and continued employment for any employee who develops a disabling condition.</p>

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

**This role is envisaged to be as above, subject to negotiation with the post holder.**

**This job description should be seen as enabling rather than restrictive and will be subject to regular review.**

<b>Signed (post holder):</b>	<b>Signed (Headteacher):</b>
<b>Date:</b>	<b>Date:</b>

***'St Julie's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, volunteers and visitors to share this commitment'.***