
YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	Chef Lead
Department:	Hospitality
Responsible to:	Commercial Catering Manager
Hours:	37 hours per week, term time only
Salary:	£25,179 [£30,966 FTE BLR2.1]
Date of Issue:	July 2026

Job Purpose

The Chef Lead is responsible for supporting the delivery of high-quality commercial catering services across the College's hospitality outlets and events. The postholder will lead day-to-day kitchen operations, oversee menu planning and food production, and ensure that food is prepared and presented to professional industry standards.

The Chef Lead will play a key role in supporting learners undertaking internal work experience placements within the College's commercial catering environment, providing guidance, supervision, and industry-relevant training opportunities. The role will contribute to the College's commercial income objectives through the delivery of excellent customer service, innovative food offerings, and successful events.

The postholder will be required to demonstrate flexibility in working patterns, including supporting a monthly evening event and other occasional evening functions throughout the year.

Kitchen Operations

- Lead the day-to-day operation of the production kitchen and catering outlets as directed by the Commercial Catering Manager.
- Ensure the consistent delivery of high-quality food and beverage services to students, staff, visitors, and external customers.
- Maintain excellent standards of food preparation, presentation, portion control, and customer service.

- Support the development and implementation of new catering initiatives and service improvements.
- Assist with the delivery of internal and external hospitality functions, conferences, meetings, and special events.

Menu Planning and Food Development

- Develop seasonal menus, daily specials, themed events, and promotional food offerings in collaboration with the Commercial Catering Manager.
- Ensure menus reflect customer demand, nutritional considerations, dietary requirements, and current food trends.
- Cost menus effectively to support income generation and financial targets.
- Promote the use of local, seasonal, and sustainable ingredients where practicable.
- Contribute ideas for new commercial opportunities and revenue-generating activities.

Learner Support and Internal Work Experience

- Support learners undertaking internal work experience within the College's commercial catering operations.
- Provide practical instruction, mentoring, and supervision within a realistic working environment.
- Ensure learners develop industry-standard skills, behaviours, and professional standards.
- Monitor learner engagement and provide constructive feedback to support their development.
- Work closely with curriculum staff to coordinate learner activities and maximise employability opportunities.
- Ensure learners operate safely and follow all food hygiene and health and safety procedures.

Food Safety, Health and Safety and Compliance

- Maintain high standards of food hygiene and kitchen cleanliness in accordance with current legislation and College procedures.
- Support the implementation and monitoring of HACCP systems and food safety management processes.
- Complete and review risk assessments relating to food preparation activities and kitchen equipment.
- Ensure compliance with all relevant health and safety, food safety, and environmental regulations.

- Maintain accurate records relating to food safety, cleaning schedules, temperature monitoring, and stock control.
- Provide safe working practices and effective supervision for learners and staff.

Procurement and Stock Control

- Assist with ordering food, beverages, and kitchen consumables in line with approved budgets.
- Monitor stock levels and rotate stock to minimise waste.
- Support effective stock control procedures and inventory management.
- Assist in managing supplier relationships and ensuring value-for-money purchasing.
- Contribute to reducing food waste and supporting sustainability initiatives.

Customer Service and Commercial Development

- Deliver excellent customer service and promote a positive dining experience.
- Respond professionally to customer feedback and contribute to continual service improvement.
- Support promotional activities and events designed to increase participation and commercial income.
- Contribute ideas that enhance the reputation and success of the College's catering services.

Evening and Event Support

- Lead food production and delivery for a monthly evening restaurant or hospitality event.
- Be prepared to work flexibly, including evenings to support commercial activities and special functions.
- Assist in the planning and delivery of College events, open evenings, Christmas functions, and external hospitality events.

Sustainability

- Support initiatives to reduce food waste and improve environmental sustainability.
- Promote responsible sourcing and sustainable catering practices.

- Contribute to the College's sustainability objectives and environmental commitments.

Other Duties

The postholder may be required to undertake duties commensurate with the grade and responsibility of the post as directed by the Commercial Catering Manager. The role holder will participate fully in the College appraisal process and take responsibility for their own continuing professional development.

Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

In addition to complying with the Health and Safety at Work Act 1974 and associated regulations, the Kitchen Manager/Instructor is responsible for maintaining a safe training kitchen and food preparation environment. (see above for more details)

Equal Opportunities

The College is committed to a policy of equal opportunities and all staff are encouraged to play their part in implementing the following College statement:

Yeovil College is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, nationality, ethnic or national origins, sex, marital status including civil partnership, disability, age, sexual orientation, faith or belief, transgender, pregnancy and maternity, responsibility for dependants, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equality of opportunity and, where appropriate special training, to progress within the organisation. The College is committed to a programme of action to make this policy fully effective and actively advances Equality of Opportunity.

Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner

health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College.

Key Performance Indicators (KPIs)

- Successful delivery of high-quality catering services and commercial events.
- Positive customer satisfaction feedback.
- Effective support and development of learners undertaking internal work experience.
- Delivery of innovative and profitable menu offerings.
- Compliance with food safety, hygiene, and health and safety standards.
- Effective control of food costs and stock management.
- Successful delivery of monthly evening events.
- Reduction in food waste and support for sustainability objectives.
- Contribution to commercial income growth across catering operations.

Yeovil College – Person Specification

Post: Chef Lead Full Time, Term Time only

	Essential	Desirable
Previous Experience	• Experience in professional cookery, and running a kitchen, commercial premises. • To be able to supervise learners in the production kitchen safely and effectively, as well as providing a service and ensuring a realistic working environment. • Experience of leading kitchens. • Experience of delivering high levels of customer service.	
Qualifications	• Food Safety certificate • Level 2 Qualification in catering/professional cookery	• Experience mentoring and supporting young people in the kitchen. • Level 3 qualification in catering/professional cookery.
Special Skills/Aptitudes	• Strong leadership skills. • Excellent communication and interpersonal abilities. • Problem-solving and decision-making skills. • Ability to work under pressure and manage competing priorities. • Creative skills set to plan weekly menu. • Ability to listen to feedback and implement change as required. • High practical catering skills to be able to create dishes to a strong standard.	
Personal Attributes	• Able to engage effectively with individuals and groups. • Commercial awareness.	

	• Commitment to inclusive education/ valuing diversity. • Excellent interpersonal skills. • Enthusiasm and flair for subject area. • Organised and be able to prioritise time. • Creativity and innovative approach to situations. • Inspirational presentation skills. • Successful leadership skills. • Excellent communication skills. • Working with others. • Self-awareness and self – management.	
General	• Flexibility to work on evening events across the year. • Full driving license. • Car owner with a willingness to use of college business as required.	
Ability to Demonstrate the College Values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional – Innovative and enterprising. • Team YC – Doing amazing things.	

Where aspects of the person specification are shown as ‘desirable’ it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates’ ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf