**Job Description**

**Position: Chef**

**Responsible to: Head Chef**

**Responsible for: Catering**

**Grade: Grade B**

**About the Cabot Learning Federation**

The Cabot Learning Federation is a diverse Multi-Academy Trust (MAT) in the South West. We are proud to serve 18,000+ pupils who all attend ten secondary academies, thirteen primary academies, an all through provision, a studio school, a discrete Post 16 provision, two alternative provision schools and three SEMH special schools.

**Job Summary**

To work alongside the Head Chef and catering team providing a high quality of catering provision to students/staff and visitors to the Academy. To assist in a smooth operation on a daily basis including ordering, menu planning and costings. Developing the commercial business, coming up with new ideas and initiatives.

**Primary Duties and Responsibilities**

**Relationships**

* You are accountable to the Facilities Manager, Deputy Facilities Manager and Head Chef.

**People Management**

* To work alongside the catering team.
* Working on your own or as part of a team.

**Resource Management**

* Assist in the delivery of stock checks for both quality and quantity.
* Menu planning and costings.
* Monitoring supplier prices.
* Proactively participate in all training programmes.
* To follow company cash handling policies.

**Decision Making**

* To undertake in assisting in the Head Chef with the running of the kitchen on a day to day basis. Menu planning and costing meals. Monthly stocktake.

**Work Demands**

* Assist in the preparation of breakfast, lunch, buffets and internal/external events on evening and weekends
* Ensuring the serving counter runs smoothly
* Offering a good quality range of food
* Serving meals to students/staff and visitors in the restaurant.

**Physical Demands**

* Assist with the general kitchen cleaning duties within the kitchen including the servery counter and front of house.
* The catering equipment/machinery will require cleaning on a daily basis.
* Assist in setting up and removing furniture in parts of the Academy, other than the restaurant where necessary.

**Working Conditions**

* To comply with and follow all Health & Hygiene Laws – COSSH, HACCP, Manual Handling, Food Hygiene. To ensure that a high standard of hygiene is maintained at all times.
* All catering equipment is regularly serviced and boast 5 stars rating from the Environmental Health.
* Uniform provided.

**Accountability**

You are accountable to and will report to the Principal as appropriate. You are expected to set the highest personal standards of performance for yourself, and with the support of your line manager, you are responsible for ensuring your own learning and development by way of work-based and /or other methods of study. Success will be measured through: Performance achievement of individual targets within the annual Appraisal process.

**General notes**

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so. Your role will play a significate part in the monitoring of highlighted students as part of the safeguarding process. An enhanced DBS disclosure is required by all staff. Whilst this role does not work directly with students you will be based on site and have regular access to students and are therefore in regulated activity. Details of our Child Protection & Safeguarding Policy can be found here *>* [*https://clf.uk/governance/policies/*](https://clf.uk/governance/policies/)*”*

**General Expectations**

**Behaviour Expectations**

* Maintain **High expectations** in all we do, ambitious for ourselves, our communities, and our environment.
* Create **Equity** of opportunity, promoting inclusion, removing disadvantage and rejecting discrimination.
* Champion the success and life chances of **All children.**
* Furnish pupils and staff with the **Resilience** to succeed as lifelong learners.
* Harness our **Togetherness** to achieve more, collaborating proactively in the seamless unity.

**Expectations of Jobholder**

* Be aware of and comply with CLF policies as set out in the CLF Employment Manual as well as individual academy policies and procedures.
* Be committed to safeguarding and promoting the welfare of children and young people.
* Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder’s work.
* Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
* Demonstrate professionalism towards sensitive and confidential information and adhere to data protection legislation.
* Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
* Commit to professional self-development, such as through participation in inset training and professional services network as necessary for the successful carrying out of the job.
* Undertake such other duties as are commensurate with the grade of the post.
* The Academy is a designated non-smoking site.

NB: This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

**Signed: Name: Date:**