



CROOKHORN COLLEGE

Headteacher: Sarah Bennett, B.A. (Hons), N.P.Q.H.

Stakes Hill Road, Purbrook, Waterlooville PO7 5UD Telephone 023 92 251120

JOB DESCRIPTION

HEAD CHEF

The Head Chef reports to the Business and Operations Manager.

Contractual Hours: 37 hours – Monday-Friday

Working Weeks: 40 Weeks - Term time plus five days

Overall Function

To provide leadership and management of the catering facilities within the College to provide students, staff and guests with value for money meals of a standard that not only meet but exceed the 'National Nutritional Standards for School Lunches' and guidelines for 'Healthy Eating'.

- Day to day leadership of the catering operations within the College, to include provision, if required, outside of the normal College day.
- In conjunction with the Executive Chef, plan imaginative and healthy menus, which introduce students, staff and community users to a varied range of dishes using good quality produce.
- To procure the best quality food within the given budget.
- To train / re-train kitchen staff to prepare and serve food to the highest standard.
- To work within a strict budget.
- To be an exemplar in terms of leadership behaviour.
- To monitor, personally, the quality of food produced within the kitchen, and ensuring that any issues are dealt with immediately and robustly.
- To ensure compliance with the requirements of food hygiene regulations, Health & Safety, COSHH regulations and risk management practices.

Operational Management

- Line management of the catering staff.
- To organise the work within the hours of kitchen staff.
- To recruit staff, as required, in liaison with the Business and Operations Manager.
- To prepare the main meals of the College in line with the standards and quality of the 'National Nutritional Standards for School Lunches'.

- Plan, prepare and cook food ensuring portion control, nutritional standards and health and safety requirements are met, e.g. meals are ready on time, and food is at the correct temperature.
- To train, give guidance and assist staff in the preparation of meals to standard that is expected of the College.
- Ensure furniture is set up and packed away in the eating areas within the time restraints of College breaks and lessons.
- To ensure that all meals are served in an exemplary manner that sets examples for all students.
- To ensure that any known special dietary requirements for College staff, students and visitors are catered for.
- To ensure procedures and controls are in place for regular stock checks.
- To order the correct levels of stock ensuring minimum stock wastage and maximum stock turnover.
- To report monthly to the Business Manager on monthly costs of food verses income/meals sold.
- To monitor prices of other local schools and colleges and liaise with suppliers.
- To check deliveries for both quantity and quality.
- Ensure that you are familiar with the requirements of health and safety legislation and codes of practice that are relevant to your area of responsibility and that catering staff are fully briefed in this regard.
- To ensure that the standards of washing up and cleaning comply with all regulations.
- To maintain stocks of cleaning materials for the catering operation.
- To maintain the 5-star hygiene rating.
- To monitor ambience of servery, menus/displays, point of sale, marketing and throughput logistics.
- To become familiar with and update the College's cashless catering system and maintain data for interrogation and to interpret daily records of takings.
- To plan, provide and record all hospitality requirements, whether internally or externally.

Strategic Development

- Liaise with the Site Manager in relation to the maintenance of any plant and equipment that falls under the term contractor responsibilities and that may affect the proper running of the catering facilities.
- To develop strategic plans for the improvement of quality of food, quality of service, gross profit margins and the overall financial results of the department.
- Contribute to menus that meets and exceeds the standards expected by the 'National Nutritional Standards for School Lunches' and to regularly research and implement modifications in food standards, Government initiatives and legislative changes.

Leadership behaviours

- To be a presence, both around the catering department, and College, promoting both the spirit and the letter of College policies.
- To fulfil the role of the lead professional within the kitchen and dining areas, maintaining high standards in all aspects of professional behaviour, and giving the lead in seeking continuously to improve.
- To be professional, friendly and respectful towards all colleagues, and to address any concerns through the proper channels.
- To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.

- To be friendly, helpful and welcoming to parents and others visiting or making contact with the College.
- To promote within the department and the College a professional atmosphere of friendliness, support and rigour, and an enthusiasm for improving standards of healthy eating.
- If the occasion arises, use the College's Behaviour Policy, to initially deal immediately and robustly with any unsatisfactory student behaviour, and to quickly pass the matter on to "on duty" Senior Leadership Team or teaching staff.
- To demonstrate a positive attitude in leading the department, particularly when faced with challenges or frustrations.
- To be a spokesperson, when occasion arises, for the College and its vision.
- To attend occasional evening College events as appropriate, promoting the quality of the catering provision.
- To maintain a manner that is friendly, helpful and professional in communication with parents, students, staff and visitors to the College.

Other Responsibilities

- To continue personal development as agreed at appraisal.
- To engage actively in the performance review process.
- To address the annual appraisal targets set by your line manager.
- To play a full part in the life of the College community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the College's policies and procedures.
- To comply with the College's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the College's dress code.
- To adhere to the College's Staff Charter.

Working Conditions

- Kitchen environment can be very hot, busy and noisy.
- Due to nature of operation all catering staff are required to work within a confined space which adds to the pressure on team work requirements.
- Some requirement of heavy manual work: lifting and carrying of heavy cooking equipment .and deliveries. The job also involves continuous standing for prolonged periods.

You may be asked to undertake other duties as determined by the Headteacher from time to time. This job description may be reviewed at the end of the academic year, or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Signed: _____ Date: _____