

Lancasterian Primary School



A safe and welcoming learning community where:

- we all aim high;
- everyone is included;
- creativity is valued.

King's Road, Tottenham, London, N17 8NN

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Head Teacher: Paul Murphy

Deputy Head Teacher: Charlotte Clinton

Head Chef Job Description

To lead, innovate, motivate and work with a team whose aim is to serve fresh, interesting and nutritious school meals within budget which meet Government and the School's standards at all times.

To engage in opportunities related to the school food curriculum and food-related projects, and have high aspirations for the future of food at the school.

Food Preparation, Quality & Standards

- To lead and work as part of a team preparing fresh food to meet the specified standards.
- To prepare meals in accordance with an agreed seasonal 3-week menu cycle and to change this in accordance with the school food standards and allowing for allergen issues, ensuring full adherence to recipes, food presentation standards and portion control.
- To understand the needs of those pupils with special dietary requirements and ensure they are catered for.
- To work to deadlines to ensure meals are served promptly.
- To ensure that meals are presented and served in an attractive way.
- To ensure that work is carried out hygienically, safely and tidily at all times within the prevailing legislative framework.
- To help promote school lunches and uptake through taster days, parent events, newsletters, theme days and other events and methods.
- To support the School's emphasis on pupils' health and well-being.
- To support on projects such as an herb garden on the school site and food recycling projects
- On occasion, to lead on food preparation for special events, which may be outside normal hours.
- To make regular contributions to breakfast club food and after school food provision within reasonable time constraints.
- To occasionally assist in cooking classes with children.
- To liaise with school gardener on using school garden produce.

Administration

- To be responsible for the financial and administrative tasks associated with ordering food and sundries, including checking delivery notes and invoices.
- To monitor, control and reduce waste.
- To provide management information including the breakdown of meal numbers and meal costs on a weekly basis and on request.
- To record and monitor staff attendance and absences.
- To conduct stock takes on a monthly basis and on request.
- To report any complaints or incidents to the School Business Manager or Headteacher.

Health & Safety

- To ensure that policies and procedures with regard to health and safety and hygiene are understood by all kitchen staff and adhered to at all times.
- To ensure cleaning schedules are carried out.
- To ensure all kitchen staff wear the correct uniform at all times.
- To ensure all kitchen equipment is maintained in good condition and any faults are reported to the Business Manager.

Management

- To lead and manage the catering team, including annual performance management activities.
- To ensure all staff are trained in health, safety and hygiene.
- To ensure all staff are inducted, including fire evacuation procedures, first aid, safe use of equipment, dealing with children, etc.
- To take all necessary steps to ensure the maximum security of kitchen supplies and equipment.
- To ensure there are sufficient staff at all times and to arrange appropriate cover where necessary and authorised.

Conduct

- To be familiar with all relevant School policies, rules and procedures and any changes to these.
- To set a standard of behaviour to colleagues which is polite, honest and friendly.
- To deal with children in a polite, professional and friendly manner at all times and to seek guidance where necessary from Business Manager and the Headteacher

General

- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.

Person Specification

Experience

- Experience of catering.
- Previously managed, assisted or deputised own unit.
- Experience of leading a team and training them in basic kitchen skills.

Knowledge

- Good foundation and higher-level knowledge of food preparation methods including balancing meals, portioning, stock rotation and ordering.
- Strong knowledge of baking.
- Ability to cook to a high standard across multiple disciplines.
- Interest in cuisine and furthering knowledge of food.

Skills

- Able to create and help implement interesting and healthy menus.
- Able to lead and motivate staff.
- Able to communicate and relate well with all kitchen, school staff and pupils.
- Able to encourage children to select a balanced meal.
- Able to read and implement instructions, such as Health & Safety and Food Hygiene regulations.
- Able to use and clean machinery and light equipment.
- Demonstrate a willingness and enthusiasm for training and progression.
- Able to train staff in basic kitchen skills.
- Able to plan and run cooking classes and impart knowledge and skills.
- Able to work on own and within a team.
- Display a commitment to the Council's equalities policies.
- Display and maintain a high standard of personal hygiene.
- Work effectively in a busy environment.