



## **Job Description**

### **Head Chef**

**Job Title: Head Chef**

**Accountable to: Headteacher/ School Business Manager**

**Accountable for: The Kitchen Team**

**Job Role:**

- To ensure that an effective, high quality catering service is provided for pupils, staff and visitors.
- To ensure that all statutory and industry best practice health and safety, hygiene and the Food Information Customers (FIC) regulations that apply to the catering industry are rigorously applied and enforced.
- To ensure that the legal requirements as laid out in the FIC are adhered to and suitable options are available to pupils suffering from food allergies and intolerances.
- To ensure all kitchen staff are aware of the updated register of pupils with food intolerances and that these pupils and their individual dietary requirements are known to all members of the kitchen staff.
- To oversee the management and development of all kitchen staff, including training, assisting in recruitment and sustaining a good working atmosphere.
- To work to tight deadlines to ensure meals are served promptly.
- To encourage innovation and development of an attractive menu, meeting the guidelines laid out in The School Food Plan and to consistently work to sustain the high uptake of school meals by pupils.
- To be responsible for managing within the agreed limits of the catering budget.
- To help promote school lunches through taster days, parent/carer events, newsletters, theme days and other events.
- To lead on developing a Food and Cooking Curriculum for the whole school and undertake food related projects for the school.
- To lead on income generation, working with the School Business Manager/ Headteacher, including third party hire functions, fundraising dinners etc.
- To undertake any additional duties or responsibilities as reasonably determined by your line manager.

## **Key Responsibilities**

### **Management of the Catering Service**

- To ensure that a cost effective, high-quality catering service is provided for pupils, staff and visitors.
- To ensure the menus for all the meals served to pupils, staff and visitors comply with current and future Government guidelines and legislation.
- To prepare and cook food to a high standard, ensuring that portion control procedures are applied.
- To develop the menu using knowledge and understanding of the school and its pupils.
- To consult with pupils and senior staff on a regular basis, through agreed forums and surveys, to ensure the menu is tailored to pupil preference.
- To monitor that standards of food presentation and service meet the highest levels and that the food is presented and served attractively.
- To ensure that locally sourced, fresh ingredients are used and the use of processed products is minimised.
- Find innovative ways to reduce waste and recycle where possible.

### **Health and Safety**

- To ensure that Health and Safety and Hygiene Regulations and other relevant legislation are fully observed and applied.
- To be responsible for ensuring that kitchen staff are trained in the correct use of the kitchen equipment at all times.
- To be responsible for ensuring that all staff are trained in food hygiene and employ practices that uphold the highest standards of food safety at all times.
- To oversee and monitor cleanliness of the kitchen and service areas, including implementing and recording a thorough cleaning schedule.
- To implement and oversee a food safety management system, compliant with all current laws and legislation.
- To ensure that monitoring of critical control points is being undertaken and recorded in a suitable format for inspection when necessary by the school, Environmental Health and any external auditors.
- To comply with, accommodate and oversee any audit or inspection from an Environmental Health Officer.
- To ensure that any actions arising from an external or Environmental Health audit are completed without delay.
- To ensure that the Food Information Regulations are adhered to, with particular emphasis on catering to special dietary requirements.
- To ensure that all kitchen staff receive safeguarding training on a regular basis (this will include compliance with the school's Safeguarding and Child Protection Policy and Procedures) and that this is recorded.

### **Maintenance of Equipment and Materials**

- To be responsible for the procurement of kitchen equipment and ensure its maintenance.
- To be responsible for the kitchen, kitchen equipment and stores and to make sure that the areas are clean, tidy and properly maintained at all times, reporting any damage immediately to the School Business Manager.
- To report to the Site Manager any kitchen and equipment repairs as appropriate.
- To submit for consideration any requests for new equipment with clear reasoning and appropriate competitive quotations from reputable suppliers.

### **Administration**

- To monitor on a weekly basis expenditure against budget allocation.
- To place orders and authorise invoices in liaison with the School Business Manager.
- To monitor kitchen staff attendance and working hours.

### **Personnel and other Services**

- To manage and support the kitchen team effectively, including monitoring performance and providing training.
- To follow school procedures with regard to capability.
- To ensure that staff receive statutory and necessary training to complete their duties.
- Carry out supervisory duties to ensure that good working practices are applied and to ensure that work is completed correctly and promptly.
- Assist in the recruitment of kitchen staff as required, determining working arrangements to meet the needs of the school, within the budgetary provision.

This job description may be amended at any time following consultation between the Headteacher and member of staff.