



Southfields Academy

JOB DESCRIPTION

SUPPORT STAFF

Sous Chef

Reports to: Director of Catering

Hours: 35 hours per week, 07:00am-15:00pm regular working hours or 9.00am-17:00pm to cover annual leave (advanced notice will be given), Monday-Friday, term-time only, plus 1 hour unpaid lunch break

Salary: Scale 2, SCP 12: £26,944.49- **Scale 3, SCP 16:** £28,581.24 **Full-time Equivalent**

Actual Salary: Scale 2, SCP 12: £23,249.24- **Scale 3, SCP 16:** £24,661.53, **Term-time only**

OVERALL PURPOSE OF JOB

The Sous Chef supports the Director of Catering in delivering high-quality, nutritious meals for pupils, staff, and visitors while ensuring compliance with food safety, health and safety, and school catering standards. You will also be required to support with putting away deliveries, and assisting the Nursery Chef when required.

MAIN RESPONSIBILITIES

Food Preparation and Service

- Assist in planning, preparing, and cooking healthy and balanced meals in line with school food standards
- Support allergen control and special dietary requirements (e.g vegetarian, vegan, halal, allergies)
- Ensure all food is prepared to a high standard of taste, quality and portion control
- Prepare, cook, and present meals in accordance with planned menus and nutritional guidelines
- Assist in daily food production for breakfast, lunch, and any special school events
- Serve food for students and staff during break times
- Support with kitchen and dining space duties

Food Safety and Compliance

- Ensure all food hygiene and health and safety regulations are followed.
- Maintain high standards of kitchen cleanliness and organisation
- Follow HACCP and food safety procedures

Team Support

- Work collaboratively with the catering team to ensure smooth service delivery

GENERAL:

- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- To be fully aware of and understand the duties and responsibilities arising from the Children and Families Act 2014 and Working Together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

This list of duties is not exhaustive and you may be required to carry out other reasonable tasks commensurate to your grade as directed by your line manager/Headteacher/Principal.