



Midsomer Norton
Schools Partnership

Home school: Midsomer Norton Schools Partnership

Job Title: Trust Development and Relief Chef

Responsible to: Trust Head of Catering/ Operations Manager

Job Purpose: To provide mobile, hands-on culinary leadership and operational support across Trust Schools within a designated area, ensuring consistent delivery of high-quality food standards and exceptional service. The role supports continuity of operations by covering staff absences, vacancies and holiday periods, while partnering with the catering management team to drive culinary excellence, improve standards and enhance the overall school dining experience.

Key Responsibilities:

Operational Coverage

- Travel across schools within the designated region to provide planned and emergency operational cover for Head Chefs and Chef Managers during absences, holidays and vacancies.
- Support different catering sites across the Trust, with mileage provided for travel between locations where required.
- Prepare, cook and deliver a varied range of high-quality, imaginative and nutritionally balanced dishes in line with catering standards and customer expectations.
- Support the organisation and supervision of food service areas to ensure smooth and efficient daily operations.
- Ensure compliance with statutory requirements and Trust policies, including health and safety procedures, COSHH and HACCP standards.
- Support the delivery of catering services that meet the requirements of the Food for Life Partnership Scheme and wider Trust objectives.

Menu and Food Development

- Assist with menu planning, development and delivery of a catering strategy that supports nutritional standards, food quality and the needs of students and service users.
- Contribute to the creation of seasonal and balanced menus, including nutrition analysis, portion control and the provision of suitable options for dietary requirements and individual preferences.
- Work collaboratively with catering teams to introduce new food ideas, improve service delivery and maintain high standards of food presentation and quality.

Training and Leadership

- Provide hands-on leadership, guidance and support to catering teams across multiple sites to promote consistency and operational excellence.
- Support the development of catering staff through coaching, mentoring and objective setting, ensuring teams are effective, motivated and continuously improving.
- Lead by example in food preparation, service standards, allergen management and safe working practices.
- Support teams in using Trust systems and processes, including cashless catering systems when providing cover across primary and secondary schools.

Financial and Stock Management

- Work within agreed Trust budgets, supporting effective cost control and financial management across catering operations.
- Order food and supplies from approved suppliers in line with Trust procedures and budget requirements.
- Ensure sufficient stock levels are maintained through effective stock rotation, monitoring and recording of supplies.
- Complete regular stock checks, including monthly stock takes, and support accurate reporting.
- Manage cashless catering processes, including completing required readings at the end of service and ensuring accurate daily procedures are followed.
- Maintain efficient use of resources while supporting high-quality food provision and value for money.

School Support & General

- To attend all department meetings and relevant staff meetings.
- To attend all training courses as directed by the Trust Head of Catering.
- To participate in the School's Performance Management Review process and make use of professional development opportunities.
- To play an active and positive role.
- To familiarise yourself with the working practices of the Department.
- To maintain confidentiality according to organisation and legal requirements.
- To be aware of equal opportunities policies and principles and health & safety regulations.
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post.

Physical Effort

- The postholder will be expected to undertake bending, lifting, pushing, pulling and stretching in the course of their duties.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Personal Specification

It is expected that the successful candidate would possess the following attributes:

Essential
Working at Head Chef level with a minimum of 2 years' experience
Be willing to travel across the trust (mileage will be paid)
Hold relevant catering qualifications (City and Guilds 706/1 & 2 or NVQ Level 2 or 3)
Up to date knowledge of Health and Safety pertaining to catering, including COSHH
Have a strong knowledge of nutrition and dietary requirements
Can carry out risk assessments and use safe working procedures
Efficient stock control management
Be financially aware with the ability to manage budgets and costs
Commitment to high standards
Excellent communication and organisational skills
Can successfully supervise a team
Can identify strengths and weaknesses in the team
Approachable manner
Extremely well-organised
Resilient and calm under pressure

Ability to undertake bending and lifting in the course of duties e.g. lifting trays of food in and out of the oven and the service area, moving food stores following deliveries and moving tables, chairs and trolleys.
Develops good working relationships with the wider School community
Communicates well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people
Commitment to the ethos and vision of the School
Desirable
Good general education including English and Mathematics to GCSE Level or equivalent
Hold a valid food hygiene certificate at level 3

Midsomer Norton Schools' Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.