# HEAD CHEF.

# JOB DESCRIPTION

**St. Anthony’s Girls’ Catholic Academy.**

**Grade:**

4 Point 12-17 £22,183-£24,491 pro-rata.

**Contract:**

Permanent

37 hours per week.

Term time plus two days deep cleaning per annum.

**Line Manager:**

Head Teacher / Catering Manager BCCET

## **Introduction.**

The school has been designated by the Secretary of State as a school with a religious character. Its instrument of government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with canon law, the teachings of the Roman Catholic Church and the trust deed of the Diocese of Hexham and Newcastle. The school is part of Bishop Chadwick Catholic Education Trust. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the Trust Board under the terms of the Catholic Education Service contract signed with the board as employers. It is subject to the current conditions of service for support and administration staff.

The Trust Board and the Diocese are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and senior staff must ensure that the highest priority is given to following the guidance and regulations to safeguard them. The successful candidate will be required to undergo an Enhanced check for Regulated Activity from the Disclosure and Barring Service.

**The core purpose of the Head Chef is to lead the provision of the food service within the academy.**

The school’s objectives relate to the provision of Catholic education and the school is part of the Catholic Church and, as such, is to be conducted as a Catholic school in accordance with canon law, the teachings of the Catholic Church and the trust deed of the Diocese of Hexham and Newcastle.

**The Head Chef has key responsibility for:**

* ensuring that good quality meals are provided which meet nutritional standards working with the Trust Catering Manager;
* supervision of relevant catering personnel;
* responsibility for relevant administration, purchasing, stock control, staff rota and financial processes in accordance with school procedures and standing orders working with the Trust Catering Manager;
* preparation, and production. of food and beverages in line with school and Trust requirements and nutritional standards;
* working proactively with the Catering Manager to promote healthy eating and sales;
* ensuring that the correct procedures are followed in relation to the operation of the catering service financial system.

**The main duties/responsibilities:**

* preparation and production of a choice of meals to the agreed standards, pupil requirements and school food standards as directed by the Headteacher and the Catering Manager;
* ensuring good kitchen practices and cooking methods are observed;
* organisation and liaison, with senior staff, in relation to catering for special functions;
* maintenance of a high standard of personal and kitchen hygiene;
* responsibility for the supervision, motivation, performance, development and management of relevant employees, in accordance with school and trust policies and procedures as directed by the Headteacher and Catering Manager;
* collecting, balancing and preparation of all breakfasts, mid-morning break, lunch and associated purchases where appropriate in accordance with school procedures;
* completion of induction training with relevant staff, identification and delivery of on-site training as directed by the Headteacher and Catering Manager;
* completion and compliance with all administrative processes, maintaining training, cleaning, financial records, compliance with procedures at the direction of Business Manager;
* ensuring all defects in plant and equipment are reported and recorded in accordance with procedures established by the school;
* planning the menu choice with the Catering Manager to achieve the required financial targets giving due regard to nutritional standards, customer demand, quality and portion control;
* completion of an accurate and timely stock-take and provide regular trading information to an agreed timescale;
* maintaining good communication links and working relationships with all staff and students;
* ensuring that school and trust policies and school food standards are implemented with regard to menu choice, selection and meal provision working with the Catering Manager;
* actively promoting meal take up through the preparation, production and presentation of all food to the highest standards;
* ensuring that the catering service complies with current quality standards;
* the post holder must wear the appropriate uniform, as provided.

**General:**

* comply with all academy and Trust policies and procedures (all policies are available on the academy website);
* participate in the academy’s performance management scheme, ensuring that performance standards and targets are set and met within the agreed time-scale;
* contribute to the overall ethos/work/aims of the Academy and the Trust;
* recognise own strengths and areas of expertise and use these to advise and support others;
* ensure personal professional development and self-reflection;
* provide support/reports to the senior management team and Governing Body, as requested;
* adhere to all academy policies and deliver the professional standards relevant to their role;
* comply with any reasonable request from a manager to undertake work of a similar level to that which is not specified in this job description;
* be courteous to colleagues and provide a welcoming environment for visitors and callers.

The academy and Trust will endeavour to

* make reasonable adjustment to the job and working environment to enable access for disabled staff and applicants or continued employment to anyone who develops a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date……………………………………………………

Signed (member of staff) …………………………………………….

Headteacher………………………………………………….