Head Chef Educator 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 lead on developing a food and cookery curriculum for the whole school and food related projects and have high aspirations for the future of food at 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, and with agreement, 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 lead cooking classes for children
* To liaise with the Facilities Manger on using school garden produce or instigate a gardening project if there isn’t already one in place.

**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 and make recommendations to the Operations Manager for menu adjustments.
* 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 School and the Business Manager.

**Management**

* To ensure there are sufficient staff at all times and to arrange appropriate cover where necessary and authorised.
* 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, equipment and monies.

**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**

* Ability to read and implement instructions, such as Health & Safety and Food Hygiene regulations.
* Ability to create and help implement interesting and healthy menus.
* Able to use and clean machinery and light equipment.
* Demonstrate a willingness and enthusiasm for training and progression.
* Able to encourage children to select a balanced meal.
* Able to communicate and relate well with all kitchen, school staff and pupils.
* 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.
* Able to lead and motivate staff.
* Display a commitment to the Council’s equalities policies.
* Display and maintain a high standard of personal hygiene.
* Work effectively in a busy and hectic environment.