

JOB DESCRIPTION

Sherrardswood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Job Title Chef **Date:** October 2020 **Reporting to:** Catering Manager

Hours of Work: 7am till 2.30pm daily, all year round.

Overall purpose of the job: Working independently and under the guidance of the catering manager to ensure the provision of both the day to day food and beverage service for parents, staff and children and catering for special events.

Main Skills:

1. Catering for large numbers
2. Excellent communications skills between co-workers, school staff, pupils, suppliers, contractors and parents.
3. Health and Safety awareness.
4. Technical knowledge of catering equipment.
5. Knowledge of statutory requirements for food safety.
6. The ability to plan work and follow it through.

Key Tasks

1. Food preparation and cooking activities.
2. Food service activities
3. Observation of health, safety security and hygiene in the kitchen.
4. The promotion of a caring environment and good inter-department relations

Food Preparation and Cooking Activities

Daily lunch menu, functions and the provision of special dietary meals. Economical use of ingredients. Production of appetising meals and menus. Familiarity with modern kitchen equipment. Refreshments for meeting and functions. Promotion of homemade food, fresh ingredients and healthy eating. To meet service deadlines and ensure adequate quantities of food are produced.

Food Service Activities

To assist with food service as necessary at lunchtime and during functions. Ensure food is attractively presented and the correct portion controls are in place.

Food Ordering and Stock Control

Assisting with food ordering, particularly during periods of school holiday. Stock checking

Control of Health, Safety and Hygiene in the Kitchen

Ensure food hygiene regulations are adhered to. Adhere to cleaning schedules.

The Promotion of a Caring Environment and Good Inter-Department Relations

Receptive to the needs of the pupils, parents and staff. Good interpersonal skills required. Helpful and co-operative attitude.

Work Demands

Preparing and serving meals and refreshments daily.

Physical Demands

Standing, lifting and walking.

Working Environment

School buildings. Industrial kitchen.

