

## JOB DESCRIPTION

JD no: 3

### Job Details

Post Title	Assistant Chef
Responsible to	Head Chef

### Purpose of job

To undertake the preparation, cooking and service of food and beverages plus other related catering duties, as directed by the chef.

### Responsibilities

1. Contribute to the provision of an effective and smooth catering service through preparation, cooking and serving of food and beverages, as directed and in line with established procedures/guidance.
2. Assisting the Head Chef in food preparation and cooking activities, such as cleaning, cutting, chopping and peeling food ingredients
3. Be able to suggest new ideas towards the design and planning of seasonal menus in line with the School Food Plan.
4. Ensure food hygiene and cleanliness standards in the kitchen are met in accordance with health and safety, food hygiene regulations at all times. To report serious hazards to the senior staff immediately.
5. Operate a range of kitchen equipment, following training. Provide informal training to catering assistants where appropriate.
6. Check delivery of food and other catering consumables from designated suppliers and arrange hygienic storage in accordance with domestic and catering standards.
7. To ensure all customers are given a polite and friendly service
8. To report for duty in good time, clean, tidy and wearing the correct uniform.
9. To attend any training sessions and meetings in relation to your duties.
10. To undertake any other duties, commensurate with the level of the post, as may be required from time to time.

### Assessment and Reporting

- Standard of work will be assessed by the Head Chef and as such the Assistant Chef will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

### Student Care Role

- The Assistant Chef will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

### Training and Development

- Training and development will be given to ensure that the Assistant Chef is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

### Communication

The Assistant Chef will:

- seek to respond to work-related matters within the same working day wherever possible

- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

### **Discipline, health and safety**

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

### **Hours of work**

- The Assistant Chef is employed for [hours] per week for [weeks]

### **Collegiate responsibility**

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

### **Performance Management**

The Assistant Chef will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

### **Appraisal**

The Assistant Chef will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

### **Role Review**

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.