

	Job Description	
	Role: Chef de Partie	
	Grade: H6	Reports to: Catering Manager
	Role specifics: Permanent, Full-time of 37 hours per week, Term Time plus 2 weeks	

Main Areas of Responsibility

- To provide fresh home cooked food for pupils and staff, on a daily basis to include breakfast club, break, lunch and supper (depending on shift pattern).
- To provide a lunch and supper provision for the boarding community of approximately 120 at the weekend (depending on shift pattern).
- To produce all meals in line with the current food allergy legislation. An awareness of the day and boarding students who have specific dietary / religious requirements.
- Ordering of supplies as per menus, keeping strict cost implications in mind.
- To ensure receipt, storage and handling of all food stock meets hygiene standards.
- To ensure that personal, and working hygiene and safety standards are not less than school and statutory regulations.
- To complete and check due diligence records.
- To deal with any customer complaints and compliments and report to the management team.
- To have a flexible approach to your work that fits in with the requirements of the school kitchen.

A specific tasks document relevant to the individual role and according to individual departmental requirements is provided separately. These tasks will be subject to review within organisational needs.

Equalities

Be aware of and support difference and ensure that the School's equalities and diversity policies are followed.

Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, food safety, confidentiality and data protection, and report all concerns to an appropriate person.

There will be times when the post holder works alone and they must be prepared to take all appropriate health and safety precautions, taking responsibility for themselves and the site whilst on duty.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of the School's pre-employment checks.

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All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

Additional Information

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The postholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

All new recruits to the school within this Grade are subject to a 6-month probationary period, which should provide you with the opportunity to discuss your progress within the role, identify any training needs and address any concerns.

Person Specification

	Essential	Desirable
Qualifications and Training	NVQ level qualification or equivalent	Level 2 food hygiene
Experience	<ul style="list-style-type: none"> • Previous experience in similar role • Experience in large volume catering in a fast-paced environment • Experience of working in a large team 	<ul style="list-style-type: none"> • Experience working in an education establishment • One to one management of kitchen assistants
Professional Knowledge and Skills	Knowledge of allergens Up to date with current food trends	Good Health & Safety Knowledge
Personal Qualities	<ul style="list-style-type: none"> • Ability to work as part of a team but also independent • Good time management with the ability to work to a deadline • Ability to work under pressure • Good communication skills • Attention to detail • Good organisational skills • Passion for food and customer service • Work within set budgets 	

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Postholder name:	
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Line manager name:	
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Postholder signature:	
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Line manager signature:	
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Date:	
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Date:	
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