



**Maiden Erlegh Trust
Job Description**

Role	School Chef	School/Department	Please refer to advert
Grade	Grade 6, SCP 18-24	Reports to	Trust Catering Manager
Job Evaluation Code	MET001	Hours of work	Please refer to advert
Purpose	Under the direction of the Trust Catering Manager and with a team of experienced catering assistants as the school grows, this role will provide cooked meals, food ordering, controlling service and cleaning of catering facilities, plus related other catering duties.		
Scope	Staff responsibilities: Line management of Assistant chefs, Catering Supervisors and/or catering assistants (as applicable)	Financial accountability: Working with the Trust catering manager to monitor and review catering income and costs	
Relationships	The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to, school leaders and colleagues in other Trust schools, school staff, students and external agencies as required.		
Supporting Maiden Erlegh Trust	The postholder may occasionally be required to support other schools in the Trust.		
Main duties and responsibilities	<ul style="list-style-type: none"> • Preparation of food, ensure catering staff are maintaining catering standards, to help develop catering service including menu planning, allergen menu creation and support, temperature control and assist with staff rotas • Controlling service and the cashless tills, maintaining records of daily takings • Cleaning kitchen equipment to food safety standards • To be aware of the need for good hygiene practices and ensure high standards of: <ul style="list-style-type: none"> ○ Personal hygiene and staff standards ○ Kitchen hygiene in the preparation and service of food ○ Cleanliness of equipment and premises • Undertake any training needed to comply with hygiene regulations and the schools' standards • Line management of catering assistants, catering supervisors and/or Assistant Chefs (as applicable) • Provide support for other Trust schools in times of significant staff absence <p>Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation with the post holder.</p>		
Other requirements and responsibilities	Enhanced DBS clearance required.		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

Signed: _____

Date: _____

Post holder

**Maiden Erlegh Trust
Person Specification**

Role	School Chef	School/Department	Please refer to advert
Qualifications, training and education	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent • Food Hygiene qualification an advantage or willing to train • First aid trained or willingness to undertake training 		
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Knowledge of Health and Safety regulations and first aid • Experience of fresh food preparation, service, within a large catering operation • Knowledge of Health and Safety regulations, COSHH <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of serving students and staff 		
Skills and abilities	<ul style="list-style-type: none"> • Good interpersonal and communication skills, both written and verbal, with a range of people • Demonstrable proficiency in all Microsoft Office applications to support the role • Good organisational and planning skills, able to manage own time, prioritise and meet deadlines • Reliability • Tact, sensitivity, and diplomacy • Confidentiality • Able to contribute and work effectively as part of a team • Pro-active, flexible, and adaptable • Attention to detail • Able to show initiative and work independently as required • A willingness to learn and develop personal skills • A sense of responsibility and ownership • Able to problem solve • Capable of moderate physical activity (lifting pans, standing) • To be aware of the need for good hygiene practices and ensure high standards of: <ul style="list-style-type: none"> ○ Personal hygiene ○ Kitchen hygiene in the preparation and service of food ○ Cleanliness of equipment and premises • Capable of physical activity (lifting heavy pans, working in hot environment, mopping floors, using industrial cleaning chemicals) • Decision making skills 		
Requirements specific to the role	All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.		