

HORSFORTH SCHOOL

Job Description

Job Title: Sous Chef

School: Horsforth School

Pay Band: Salary Range B1 (£23, 114 to £23, 892)*

Hours: Permanent Full Time (37 hours) All year round.

The role will require flexibility with some evening and weekend hospitality work required and holiday taken outside of term time.

Responsible to: Director of Catering

**Starting salary dependent on experience*

Role:

We are seeking an experienced Sous Chef who is used to working in a busy, fast-paced and high volume kitchen environment. This is a hands on role where you will work as part of Horsforth School's Catering Team to produce a fantastic catering service for students and staff.

The successful candidate will work closely with the Catering Team to ensure the production of innovative dishes and deliver high levels of food, food quality, customer service and satisfaction and assist the team to drive volume and profitable growth. The role also involves a focus on healthy eating and sustainability.

Main Responsibilities

Role specific responsibilities:

- To work with the Director of Catering and Executive Head Chef in support of a vision of excellence for the team in terms of quality, presentation and service of food to our students and staff.
- To ensure quality delivery in a high-volume operation with tight deadlines at break and lunchtimes.
- To demonstrate craft skills to team members and encourage creative flair with food.
- In conjunction with the Executive Head Chef, order food and stock, working to best value standards and manage stock levels appropriately.
- Plan, help produce and cook the food to the highest quality standards.
- Control food wastage
- Provide cover and work flexibly across the organisation's business sites
- Ensure high standards in food presentation and cleanliness
- To ensure health and safety regulations are strictly observed.
- To assist in the management of the Catering Team
- Attend and contribute to team meetings.
- To follow company food specification sheets to ensure quality is maintained and correct GP% achieved.
- To be a good team player who will strive to contribute to the overall success of the business.
- To appraise and motivate the team, encourage a good team ethos and a happy working environment
- To mentor and share skills with team members

- To engage with networks both within and beyond the school that support continuous improvement.
- To be responsible for all Health & Safety and Food Safety requirements within the work area, ensuring all are always adhered to, and achieving above minimum requirements in all audits both internal and external.
- To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm.
- To be willing to work flexibly in terms of working hours to meet the needs of the school.
- Raising awareness of healthy lifestyles and sustainability
- Understand the dietary needs of customers and coordinate with dieticians as appropriate to ensure this is reflected in the selection, preparation, and delivery of meals.
- To liaise effectively with all members of the school, external customers and the wider community as required.
- Provide support, advice, and guidance to other schools where opportunities exist.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- To be a role model to colleagues in terms of professionalism, presentation and hard work.
- Contribute to overall ethos/work/aims of the school.
- Participate in training and other learning activities and performance development as required.
- To work with the Director of Catering and Executive Head Chef in support of a vision of excellence for the team in terms of quality, presentation and service of food to our customer base
- To be a role model to colleagues in terms of professionalism, presentation and hard work.
- To assist in the management of the Catering Team
- To ensure quality delivery in a high-volume operation with tight deadlines at break and lunchtimes.
- To demonstrate craft skills to team members and encourage creative flair with food.
- Attend and contribute to team meetings.
- To follow company food specification sheets to ensure quality is maintained and correct GP% achieved.
- To be a good team player who will strive to contribute to the overall success of the business.
- To appraise and motivate the team, encourage a good team ethos and a happy working environment
- To lead with integrity and have a hands on approach, but have the ability to see and react to the big picture and overall business aims
- To mentor and share skills with team members
- In conjunction with the Executive Head Chef, order food and stock, working to best value standards and manage stock levels appropriately.
- Plan, help produce and cook the food to the highest quality standards.
- Control food wastage
- Provide cover and work flexibly across the organisation's business sites
- Ensure high standards in food presentation and cleanliness
- To ensure health and safety regulations are strictly observed.
- To engage with networks both within and beyond the school that support continuous improvement.

PERSON SPECIFICATION

E: Essential D: Desirable

Experience	
Experience of working at a high profile site or blue chip company	E
Experience of working with young people	D
Successful experience of raising standards	E
Successful experience of leading, motivating and managing others within a kitchen	E
Budget Management	E
Experience of working in a high volume, time pressured environment	D
Qualifications/Training	
Business records/basic bookkeeping	D
Food Safety	E
Recent leadership training.	D
Knowledge	
Thorough knowledge of all aspects of Food Safety	E
Awareness of Nutritional standards applying to schools and the importance of providing healthy food to young people	E
High degree of catering craft skills	E
Aptitudes/Skills	
A passion for work and knowledge of the food and beverage industry	E
Highly effective interpersonal skills	E
Customer focused and confident in communicating with young people	E
Demonstrate great attention to detail	E
Ability to lead and inspire colleagues	E
Honest and has integrity	E
Ability to maintain cheerfulness in the face of adversity	E
High Level management skills	E
Ability to form good working relationships & influence others	E
Capacity to evaluate and improve and a desire to make changes where appropriate	E
Competent in ICT including knowledge & application of Office Systems	E
High level numeracy skills	E
Ability to contribute to wider school life	E
Characteristics	
A true team player, proactive and always seeks to go above and beyond	E
Naturally outgoing and vibrant	E
Be innovative, creative and passionate about food	E
Good organisational skills and high levels of self-motivation	E
Energy, self-confidence, and the ability to 'give more' when the occasion demands it	E
Ability to work under pressure and to meet deadlines whilst maintaining a positive attitude and cheerful disposition	E
Good sense of humour & ability to maintain a sense of perspective in all working conditions	E

Flexible approach to working out-of-hours on occasion including evenings and occasional weekends	E
Record of good attendance and punctuality	E
Safeguarding and Promoting the Welfare of Students	
Has appropriate motivation to work with students	E
Ability to maintain appropriate relationships and personal boundaries with students	E
Has emotional resilience and versatility when working with students with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline	E

Notes:

This job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.

Horsforth School is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.