



## **HORSFORTH SCHOOL**

### **JOB DESCRIPTION**

**Job Title: Head Chef/Kitchen Manager – Sixth Form**

**Responsible to: Executive Chef**

**Pay Band: CI**

**Hours: 37 hours per week  
All year round  
Actual Salary £24,920**

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

#### **Main role:**

This is a hands-on role involving the full control of all aspects of the catering provision for our sixth form campus, producing innovative dishes for students and staff on site ensuring a high level of customer service and satisfaction.

#### **Main duties will consist of:**

1. To deliver high quality food and drinks to over 300 staff and students within our Sixth Form campus.
2. To work with the Executive Chef to manage and increase sales including menu planning and development with a firm eye on the commercial viability of the operation.
3. Monitor levels of customer satisfaction and respond to the executive chef accordingly.
4. Plan, help produce and cook the food and drinks to the highest quality standards and within agreed gross profit margins
5. To ensure routine day to day as well as specialised cleaning of kitchen equipment, work surfaces, kitchen floors and storage areas, as directed by the Executive Chef. Ensure high standards in food presentation and cleanliness
6. To ensure that the highest standards of professionalism are exhibited at all times.
7. To ensure waste is controlled with regard to preparation and cooking.
8. To ensure that routine data is collected as required and that all daily checks, including temperature control during production, preparation, service and storage are carried out properly.
9. To immediately report all accidents, near misses, damage or breakages to the Executive Chef
10. Stay up to date with current food trends

11. To be willing to work flexibly in terms of working hours to meet the needs of the school.
12. To offer support and monitor the progress of new staff joining the Team.
13. To keep abreast of developments and new ideas relating to catering.
14. To be responsible for all Health & Safety Requirements within the work area
15. To engage positively with the school's CPD programmes and Performance Management systems
16. To engage with networks both within and beyond the school that support continuous improvement.
17. To take a full and active part in Leadership development activities
18. To 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.
19. To be aware of and support difference and ensure equal opportunities for all.
20. To contribute to the overall ethos/work/aims of the school.
21. To appreciate and support the role of other professionals.
22. To attend and participate in relevant meetings as required.
23. To participate in training and other learning activities and performance development as required.

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is not necessarily a comprehensive definition of the post, you may be asked to additional duties not listed above but that are appropriate to the role. 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.

## Person Specification

<b>1</b>	<b>Experience</b>	
1.1	Experience of working within a busy commercial kitchen	E
1.2	Experience of working with young people	D
1.3	Successful experience delivering a high quality food service	E
1.4	Successful experience of leading, motivating and managing others within a kitchen	E
1.5	Budget Management/ Key Performance Indicators	E
1.6	Experience of working in a high volume, time pressured environment	D

<b>2</b>	<b>Qualifications/Training</b>	
2.1	Business records/basic bookkeeping	D
2.2	Food Safety	E
2.3	Recent leadership training.	D

<b>3</b>	<b>Knowledge</b>	
3.1	Thorough knowledge of all aspects of Food Safety	E
3.2	Awareness of Nutritional standards applying to schools and the importance of providing healthy food to young people	E
3.3	High degree of catering craft skills	E

<b>4</b>	<b>Aptitudes/Skills</b>	
4.1	Highly effective interpersonal skills.	E
4.2	Customer focused and confident in communicating with young people	E
4.3	Demonstrate great attention to detail	E
4.4	Ability to lead and inspire colleagues.	E
4.5	High Level management skills	E
4.6	Ability to form good working relationships & influence others.	E
4.7	Capacity to evaluate and improve.	E
4.8	Competent in ICT including knowledge & application of Office Systems.	E
4.9	High level numeracy skills	E
4.10	Ability to contribute to wider school life.	E
4.11	Excellent chef skills	E

<b>5</b>	<b>Characteristics</b>	
5.1	Naturally outgoing and vibrant	E
5.2	Be innovative, creative and passionate about food	E
5.3	Good organisational skills and high levels of self motivation.	E
5.4	Energy, self confidence and the ability to 'give more' when the occasion demands it.	E
5.5	Ability to work under pressure and to meet deadlines.	E
5.6	Good sense of humour & ability to maintain a sense of perspective in all working conditions.	E
5.7	Flexible approach to working out-of-hours on occasion including evenings and occasional weekends	E
5.8	Record of good attendance and punctuality.	E

<b>6</b>	<b>Safeguarding and Promoting the Welfare of Students</b>	
6.1	Has appropriate motivation to work with students.	E
6.2	Ability to maintain appropriate relationships and personal boundaries with	E

	students.	
6.3	Has emotional resilience and versatility when working with students with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	E