



Saint Felix School
Job Description – Cook/Chef

Please note that this non-contractual Job Description is not fully inclusive and tasks may change according to operational needs

Role Purpose To provide a professional food service for students, staff, functions and Hospitality. To ensure the prompt and efficient operation of all services at the required times and to help maintain a clean and hygienic working environment which meets the School standards. Saint Felix is a co-educational boarding school and the kitchen is a busy operation offering a food service to over 450 staff and pupils seven days a week during term time and for commercial letting that takes place outside of term-time. The team is comprised of Chefs and Catering Assistants who are responsible for delivering high quality food from scratch in both the dining room and Sixth Form Refectory.

Hours can be discussed but as a guide we are looking for cover Sunday 10.00am - 7.00pm and Monday - Thursday 12.00pm - 7.00pm, 35 weeks per year, although hours may change subject to the needs of this business. Extra school holiday work may also be available.

Line Management

Reports to:	Chef/Manager
Key Interfaces:	Senior Leadership Team, whole staff and pupils
Staff Reports:	Nil

Duties and Responsibilities

Food Preparation

- Produce, maintain and present high quality food in conjunction with the kitchen team
- Ensure individuals on special diets or with specific cultural needs are catered for by following set recipes and maintaining an awareness of the ingredients
- Apply batch cooking techniques to ensure fresh food throughout service periods
- Ensure that methods of food preparation, production & presentation comply with DfE School Food in England standards
- Ensure food is served at specified times in accordance with the agreed regime
- Advise the Chef/Manager of stock levels and ordering as required
- Ensure appropriate portion control methods for pupils aged 3-18 years

Work with others

- Contribute towards the delivery of hospitality and events around site including the set-up, service and clear down as required
- Deal with customer queries or requests in a polite and efficient manner
- Present a smart, professional appearance and good personal hygiene
- Carry out any reasonable request from any member of the Management team within the general scope and purpose of the job

Kitchen Safety & Cleanliness

- Maintain standards of hygiene and safety and take any necessary corrective action
- Ensure correct use, maintenance and cleaning of equipment; using equipment as instructed through relevant training and observing all safe practices, so that accidents are avoided
- Attend to and take all necessary action, statutory or otherwise, in the event of fire, theft, lost property, damage, unfit food or other irregularities
- Ensure staff have and wear the correct standard of and appropriate PPE
- Adhere to procedures for the reporting of accidents and incidents (including environmental incidents)
- Report any incidents of accident, fire, theft, loss or damage and act as appropriately

General

- The duties in this job description are not exhaustive. Saint Felix is an educational establishment and all staff are expected to participate constructively in School activities and to adopt a flexible approach to their work
- The post holder may be required to undertake other duties that may be required from time to time within the general scope of the posts
- Contribute to the overall development of Saint Felix School strategies and plans
- Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work
- Attend meetings, conferences and training courses as requested
- The post holder is required to undertake these duties in compliance with all company policies
- Undertake any other responsibilities as may reasonably be required from time to time
- To assist in other units as may be required in an emergency

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head.

This non-contractual job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

Requirement	Essential	Desirable	Method of assessment
Qualifications	<p>City and Guilds 706/1&2 or NVQ equivalent</p> <p>Food hygiene certificate Level 2</p>	Food hygiene certificate level 3	Application
Experience	<p>Experience of working in a school or similar setting</p> <p>Working within a customer focused environment</p> <p>Passion for working within the Catering industry</p>		Application Interview
Skills and knowledge	<p>Creative culinary skills</p> <p>Effective verbal and written communication skills and an ability to communicate clearly with a range of people from diverse backgrounds</p> <p>Able to assist in providing a proactive team approach to support Students in their School life by encouraging them to choose a varied healthy eating lifestyle and a responsible attitude to food</p>	Current Health & Safety legislation	Application Interview
Attributes	<p>Ability to work in a high pressure environment</p> <p>Passion about food & customer service</p> <p>Self-motivated and able to work alone without direction</p> <p>Tidy & neat appearance</p> <p>Innovative</p> <p>Willingness to go the extra mile</p>		Application Interview
Other	There is an expectation that there will be occasional out of hours attendance		