



ST LAWRENCE COLLEGE

Job Description Head Chef

Reports to: Catering Manager/ Bursar

Responsible for: All Catering Staff, including Chefs and Catering Assistants

The Catering Department consists of approximately 25 staff who support all internal dining for the pupils, staff and all hospitality events. There is an expectation that shifts should be altered to oversee service during occasional evenings, weekends and outside of normal service periods.

The Head Chef role focuses on food production, kitchen and front of house management and direct communication with staff at the senior and junior schools. The role is also responsible for the main site dining room, and the School Coffee Shop.

Duties and Responsibilities:

Menu planning and meal provision:

- Prepare, in advance of the start of each term, a well-planned, fully costed, nutritional and healthy 3-weekly rotational menu for the coming term for breakfast, lunch and dinner.
- Create and implement new items for the menu and ensure menus are displayed showing choices.
- Find and use seasonal produce, adapting to new customer trends.
- Ensure compliance with dietary and religious requirements required for a diverse pool of over 600 students, of which over 200 are full boarding.
- Create and communicate standard recipes for all chefs to use.
- Consistently maintain awareness of budgets when planning menus, providing costings of menus and using as much local produce/suppliers as possible.
- Use a high level of cooking skills in the production of food dishes using modern food technology and methods.
- Ensure the provision of meals for pupils each day of the week – breakfast, lunch and dinner, plus oversee and develop additional provisions across the College.
- Provide guidance to catering staff on service and portion control, ensuring that all food is safe and served at an appropriate temperature.
- Act as a leader and exemplar to all Chefs and kitchen staff in terms of preparing, presenting and serving all varieties of meals; be ‘hands-on’ in being involved in food production.

- Be able to demonstrate and train staff on all high-level Chef and meal production skills, including knife skills.
- Provide meals that take into account the diversity of nationalities and beliefs at the College, and special dietary requirements such as vegetarian meals. Ensure the correct labelling of foods.
- Produce menus and meals with a bias towards healthy eating, using fresh ingredients.
- Oversee washing and cleaning of floors, crockery, utensils, work surfaces and other kitchens equipment to ensure that the necessary hygiene and health and safety standards are maintained in the kitchen and dining room as appropriate.
- Ensure that the appropriate clothing, including head wear, is worn at all times in accordance with the College guidelines.
- Co-operate fully with the statutory inspections and implement recommendation as appropriate

Hospitality/events

- Liaise with the Support Operations Manager/Commercial Manager/Catering Administrator regarding menus and catering of external and internal functions.
- Create and deliver tailor made and exciting menus in line with customer requirements.
- Prepare menus for wedding receptions, christenings etc.
- Prepare dinners and canapé events for anything from 20 to 750 attendees.
- Show a real passion for modern trends and fresh foods, liaising with local suppliers to showcase St Lawrence College.

People management:

- To lead the catering team.
- To be an active part of the Department's recruitment team, including first interviews for all roles. Attend trade tests and second interviews as required.
- As part of the induction process, to provide initial induction support into any catering area for new staff.
- Produce a one-month development plan which trains new members of the Catering Department up to the required Catering Assistant or Assistant Cook/Chef standard prior to completion of the probationary period. This training program must be updated regularly to fit in with changes and other developments at School.
- With the Catering Manager, supervise the team to ensure all staff related issues are being handled appropriately, including induction, training, performance management, grievances and ongoing mentoring for all aspects of fulfilling a catering role.
- To be the primary point of contact for the team and to be responsible for all matters relating to the welfare, motivation, achievement of best practice and development of this team.

- With the Catering Manager, conduct annual appraisals for the team, identifying areas for improvement, setting new targets and formulating training plans to improve skills etc.
- Produce a comprehensive succession plan so developing the on-site catering team and encouraging promotion from within.

Resource management:

- To ensure all stock levels are at a minimum, stock is rotated and stored properly and legally, order sheets are completed daily and regular monthly stock sheets are completed and costed to calculate consumption.
- To procure sundries, disposables, fresh foods and dry goods in line with the Catering Procurement Policy.
- With the Catering Manager, monitor all suppliers to include quality audits and delivery service.

POLICY /STRATEGIC DIRECTION

Assist the Catering Manager and Deputy Catering Manager in devising and implementing appropriate policies and strategies to maximise usage of the catering service, and to ensure that it contributes to the school's aims and objectives.

1. CATERING PROVISION:

- To be a hands-on active chef **cooking for service** daily.
- To seek out new products and recipes to ensure the food offer keeps up with trends and nutritional requirements suitable for the age of pupils being served.
- To test recipes in relation to allergens and dietary needs.
- Manage an effective communication strategy between the catering areas and school departments.
- Lead effectively the Catering Team to establish good communication, share best practice and ensure the department delivers the required level of service at all times.
- Working with the Catering Manager to ensure effective use of all resources amongst the Chefs and Catering Assistants enabling the smooth running of the catering operation.
- To carry out culinary training across the department and to develop the catering team accordingly, ensuring interesting and creative food is delivered, using an appropriate balance of fresh and prepared from scratch foods.
- To design all the menus across the schools age range, ensuring they change on a seasonal basis and reflect dietary requirements and allergens.
- To compile a library of dish specifications and costings.
- To establish systems and procedures in all areas to monitor, maintain and improve upon the standards of the product and service.

- To ensure that all kitchen and ancillary areas are kept spotlessly clean using appropriate cleaning schedules. When required assist in making recommendations for the maintenance, repair or replacement of large equipment.
- Develop with the Catering Manager the capacity for hospitality events, where the highest food quality and service is delivered.

To actively seek out and act on feedback from customers (for example, pupils' food committee, senior management, parents) where financially and operationally possible, to ensure a high quality of service is provided at all times, in a friendly and efficient manner

2. **FINANCE:**

- To ensure that the Catering Department operates at maximum efficiency within budgetary targets to deliver the required level of service at all times.
- Working with the Catering Manager, monitor financial performance as required by the DFO.
- To ensure evidence of catering financial best practice is in place such as recipe/dish costings, cost per head calculations, wastage monitoring, minimum monthly stock-takes.
- To assist the management of the catering payroll ensuring that an effective record of overtime is maintained on a monthly basis.
- To assist the Catering Manager in producing the budget for catering including pre-costing the provision of food and hospitality.
- To monitor spend against the budget on a monthly basis.
- To compile and update the asset register.

3. **COMMUNICATIONS & MARKETING:**

- To ensure and be a part of an effective communication strategy across the Catering Department. Build effective relationships and provide a courteous, friendly service to all stakeholders both internal and external.
- To actively assist the school to communicate catering related information to pupils and parents as required.
- To hold pre-service briefings.
- Promote the catering service within the school and initiate and implement new ideas to maintain a thriving catering service and increase usage from sixth formers and morning break.
- Present new ideas to the Senior Leadership team prior to launch.
- Ensure that variety and presentation of food is attractive to customers.

- Support school functions as required, and ensure that the quality, presentation and service of refreshments presents a positive image of the school.

4. **LEGISLATIVE:**

- To ensure staff are instructed and trained in the correct and safe operation of all kitchen equipment and chemicals.
- To supervise staff and ensure formal training is completed in relation to HACCP, Food safety, Health and Safety and Allergen legislation.
- To check record keeping is being completed (to include volume produced/pupils fed/temperature controls/waste).

5. **HEALTH & SAFETY**

Ensure that risk assessments are in place for all relevant hazards and working procedures and ensure that all staff for which responsible are

familiar with safe working practices and understand the importance of complying with them

- To check and update risk assessments as and when required and review with the Catering Manager yearly.
- Ensure that all food is stored, handled, prepared, processed, cooked and served in accordance with the highest standards of food hygiene at all times.
- Establish a comprehensive cleaning programme to ensure that all catering areas and ancillary rooms, and all equipment and machinery are maintained in a clean, hygienic and safe condition throughout and at the end of each working day, with regular deep cleaning as required.

6. **ADMINISTRATION:**

- To prepare and submit all reports as required by the Catering Manager to include services supplied, costings, functions, stock ordering, staffing, repairs and any other relevant information (monthly or weekly, as required).

7. **TRAINING & DEVELOPMENT OF SELF AND OTHERS:**

- Regularly review own practice, set personal development targets and take responsibility for own continuing professional development.
- Ensure that training needs within the catering service are identified, appropriately met, and that all members of staff are active in updating their skills and knowledge.
- Ensure that the whole catering team are multi-skilled and can be allocated work on a rota system.
- Provide instruction, through an on-the-job training programme, to all catering staff in order to enable rotational work practices.
- To carry out any other duties commensurate with the post as may be reasonably required by the DFO or Catering Manager.

Review:

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder will be reasonably expected to undertake.

This job description will be reviewed at the end of the Probationary period and annually thereafter.

PERSON SPECIFICATION**Skills Required**

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| Ability to work effectively both in collaboration with other professionals/teams and also on own initiative | Essential |
| Ability to manage the workload of others | Essential |
| Excellent interpersonal skills, particularly the ability to relate to young people, colleagues and external agencies | Essential |
| Excellent organisational skills / time management / ability to prioritise and organise own workload / able to work to deadlines | Essential |
| IT skills, sufficient to maintain records send and receive messages e.g. working knowledge of Microsoft office Excel, Word, Outlook email | Essential |
| Excellent cooking skills and an understanding of nutrition | Essential |
| Ability to undertake and write risk assessments and hazard analysis | Essential |
| Managing and adapting to change in order to move the catering service forward and ensuring that it keeps up to date with customer demands | Essential |

Knowledge Base

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| Knowledge of relevant health and safety requirements | Essential |
| Understanding and knowledge of nutrition and healthy eating | Essential |

Qualifications/Attainment

| | Level | |
|--------------------------|--|-----------|
| Catering | NVQ level 1 & 2 or City & Guilds 706 - 1 & 2 | Essential |
| Food Hygiene Certificate | Level 2 | Essential |
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Experience

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| Qualified First Aider | Desirable |
| Substantial experience of catering management, preferably in an education context | Essential |
| Experience of managing staff | Essential |
| Experience of managing customers eg Pupil Councils, parent forum groups, one to one meetings | Essential |

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| Experience of managing a cashless catering application and hardware with evidence of experience in troubleshooting issues at the point of sale | Desirable |
| Experience of managing budgets | Essential |
| Experience of training staff on-the-job and creating training programmes to develop skills | Essential |

Attitude/approach

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|--|-----------|
| Honesty and integrity | Essential |
| Professional and approachable attitude | Essential |
| Willingness to learn new skills | Essential |
| Self-motivated with a positive 'can do' approach to work | Essential |
| Reliable | Essential |
| Well Presented | Essential |
| Flexible over working hours according to the needs of the school | Essential |

Hours of Duty: This is a full-time, 52 week contract working 40 hours over 5 days per week. Normal working hours 0730-1600hrs. There is a requirement to work late into the evening for specials events and some weekend days.

Holidays: There is no entitlement to holiday during school term. Your salary includes payment for public holidays and 28 days' annual leave.