



## Job description

JOB TITLE:	<b>Sous Chef</b>
GRADE:	Hackney Support Staff Range, Scale 4, Points 7-10 (Pro Rata) (£27,060- £28,419) depending on experience
RESPONSIBLE TO:	Headteacher/Head Chef
HOURS OF WORK:	This post is term time only <ul style="list-style-type: none"> <li>Monday until Friday 8.00am-2.00pm</li> </ul> These hours may be reviewed in consultation with you.



**Do you want to be a part of the food revolution?**

Join us at Gayhurst School, National School Food Charity **Chefs in School** flagship School.



## POST RESPONSIBILITIES

- To motivate and help lead a team to serve fresh interesting and nutritious school meals within budget and which meet Government and the Schools standards at all times.
- To assist in developing a food and cookery curriculum for the school, working on highly aspirational food related projects for the school.
- To lead on developing a food and cookery curriculum for the whole school and food related projects for the school and have high aspirations for the future of food at Gayhurst.
- To maintain high standards of cleanliness and hygiene in the kitchen area.
- Day to day supervision of the kitchen team.

## MAIN DUTIES and RESPONSIBILITIES

### FOOD PREPARATION, QUALITY & STANDARDS

- To lead and work as part of a team preparing fresh food to meet the specified standards.
- To prepare meals in accordance with an agreed seasonal 3weeks menu cycle and to change this in accordance with the school food standards and allowing for allergen issues, ensuring full adherence to recipes, food presentation standards and portion control.
- Have a working knowledge of multiple cooking methods and an understanding of correct cooking procedures such as blanching, and refreshing, searing, grilling and steaming.
- To understand the needs of those pupils with special dietary requirements and ensure they are catered for.
- To work to deadlines to ensure meals are served promptly.
- To ensure that meals are presented and served in an attractive way.
- To ensure that work is carried out hygienically, safely and tidily and at all times within the prevailing legislative framework.
- To help promote school lunches and uptake through taster days, parent events, newsletters, theme days and other events and methods.
- To support the School's emphasis on pupils' health and well-being. To support on projects such as a herb garden on the school site and food recycling projects.
- On occasion, and with agreement, to lead on food preparation for special events, which may be outside normal hours.
- To make regular contributions to breakfast club food and after school food provision within reasonable time constraints.
- To lead cooking classes for children.
- To liaise with school gardener on using school garden produce.

### ADMINISTRATION

- To be responsible for the financial and administrative tasks associated with ordering food and sundries, including checking delivery notes and invoices.
- To monitor, control and reduce waste and make recommendations to the Operations Manager for menu adjustments.

- To provide management information including the breakdown of meal numbers and meal costs on a weekly basis and on request.
- To record and monitor staff attendance and absences.
- To conduct stock takes on a monthly basis and on request.
- To report any complaints or incidents to the Head Chef or Headteachers.

## HEALTH & SAFETY

- To ensure that policies and procedures with regard to health and safety and hygiene are understood by all kitchen staff and adhered to at all times.
- To ensure cleaning schedules are carried out.
- To ensure all kitchen staff wear the correct uniform at all times.
- To ensure all kitchen equipment is maintained in good condition and any faults are reported to the School and the Operations Manager.

## MANAGEMENT

- To ensure there are sufficient staff at all times and to arrange appropriate cover where necessary and authorised.
- To ensure all staff are trained in health, safety and hygiene.
- To ensure all staff are inducted, including fire evacuation procedures, first aid, safe use of equipment, dealing with children, etc.
- To take all necessary steps to ensure the maximum security of kitchen supplies, equipment and monies.

## CONDUCT

- To be familiar with all relevant school policies, rules and procedures and any changes to these.
- To set a standard of behaviour to colleagues which is polite, honest and friendly.
- To deal with children in a polite, professional and friendly manner at all times and to seek guidance where necessary from Head Chef and the Headteachers.

**Further details of general duties, responsibilities and procedures can be obtained from the Staff Handbook.**

## OTHER GENERAL REQUIREMENTS

- Take part in the school's performance management system.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

*Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review (following the first annual cycle) at the direction of the school Head teacher.*

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.*

*The post holder will be expected to carry out all duties in the context of and in compliance with all the school's policies and procedures and in compliance with Gayhurst Community School Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.*

### ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:

## Person specification- Sous Chef (Cook Supervisor)

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Level 3 certificate in food Hygiene.	✓	
NVQ in food preparation and cooking.		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of catering.	✓	
Previously managed or assisted in running own catering unit	✓	
Experience of leading a team and training them in basic kitchen skills.	✓	
KNOWLEDGE	ESSENTIAL	DESIRABLE
Good foundation and higher level knowledge of food preparation methods including: balancing meals, portioning, stock rotation and ordering.	✓	
<ul style="list-style-type: none"> <li>• Strong knowledge of baking</li> <li>• Ability to cook to a high standard across multiple disciplines</li> <li>• Interest in cuisine and furthering knowledge of food</li> </ul>		
SKILLS	ESSENTIAL	DESIRABLE
Ability to read and implement instructions, such as Health & Safety and Food Hygiene regulations.	✓	
Ability to create and help implement interesting and healthy menus.	✓	
Able to use and clean machinery and light equipment.	✓	
Demonstrate a willingness and enthusiasm for training and progression.	✓	
Able to encourage children to select a balanced meal.	✓	
Able to communicate with all kitchen, school staff and pupils.	✓	
Able to train staff in basic kitchen and catering skills.	✓	
Able to plan and run cooking classes and impart knowledge and skills.	✓	
Able to work on own and within a team.	✓	
Able to lead and motivate staff.	✓	
Display a commitment to the Council's equalities policies.	✓	
Display and maintain a high standard of personal hygiene	✓	
Work effectively in a busy and hectic environment	✓	



I LIKE CLEAN AIR



**Executive Headteacher: Louise Nichols**  
**Business Manager: Cyrilene Malcolm**

**Associate Headteacher: Karen Pedro**  
**Chair of Governors: Gillian Brady**

Gayhurst, Kingsmead and Mandeville Primary Schools working in partnership