

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title: Chef Educator

Directorate: Benthall Primary School

Reporting to: Business Manager/Headteacher

Grade: SO1 (£33,795-32,577 FTE)

Job description

Purpose of the post:

- Maximize the catering team's productivity and serve fresh, exciting and nutritious meals within budget and to the Government's and school's standards.
- To lead on food related projects engaging with pupils, parents and teaching staff and lead on developing a pupil focused food education and cookery curriculum.
- To encourage, develop and launch new innovative ideas and products to add value to the catering service. To lead, innovate, motivate and work with a team whose aim is to serve fresh, interesting and nutritious school meals within budget which meet Government and the School's standards at all times.
- To lead on developing a food and cookery curriculum for the whole school and food related projects and have high aspirations for the future of food at School.
- To promote healthy eating and lifestyle to all pupils, engage them in educational activities about food, share best practice with school staff

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 3-week 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.
 - 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 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.
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- To support the School's emphasis on pupils' health and well-being. To support on projects such as an 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 staff on using school garden produce or instigate a gardening project.

Administration

- To be responsible for the financial administrative tasks associated with ordering provisions, including delivery notes and invoices.
- To monitor, control and document waste and make recommendations when applicable.
- To provide management information including meal costs on a weekly basis and on request.
- To conduct a monthly stock take and on request.
- To report any complaints or incidents to the School Business Manager or Headteacher.
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Health, Safety and Hygiene

- Ensure compliance with all statutory and regulatory requirements relevant to the service, with particular regard to Health & Safety and Food Hygiene Regulations.
- Be responsible for the standards of cleanliness and hygiene of premises and equipment
- Ensure compliance with allergen identification and management to meet current legislation.
- Update food related policies as necessary and complete statutory returns by deadlines.
- Provide necessary information to SBM for H & S inspections
- Ensure that staff H & S training schedule is up-to-date
- 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 Business Manager.

Staff Management:

- Assess and adjust levels of staffing in accordance with the requirements of the service.
- Participate in the selection, appointment, induction and training of catering staff.
- Line manage and supervise two assistant cooks.
- Be responsible for the welfare of the unit's staff and to monitor their performance and assist with the organisation of support and training.
- Plan and prepare staff task lists and duties.
- Liaise with the school business manager to deal with unsatisfactory performance and conduct of staff.
- Ensure that accidents and "near misses" are reported, investigated and the necessary action taken.
- 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 assets.

Kitchen Management

- Be responsible for the security of the kitchen and stores and equipment in accordance with procedures. Check deliveries for quality and quantity of goods received against delivery notes and invoices.
- Maintain portion control and instruct and supervise staff accordingly.
- To be responsible for the security of kitchen supplies and equipment.

Wider School Community Involvement

- Liaise with School Management and Service Users (including School Food Council) to promote and improve the service and the menu.
- Provide accurate information regarding nutritional values of menu options and advice on healthy eating.
- Participate in wider school activities regarding food selection, preparation and nutrition.
- Prepare and assist at any special functions organised by the school.
- Be responsible for the planning and implementation of parent and child cooking classes.
- Be responsible for the planning and implementation of pupil food technology and cooking classes/groups with additional adult support also provided where needed).
- Start growing own produce and involve children to participate in food-based education activities and a gardening club.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Conduct

- To set standards of polite, honest and friendly behaviour to colleagues.
 - To deal with pupils, parents, visitors and staff in a polite, professional and friendly manner at all times.
 - To be familiar with all relevant School policies, rules and procedures and any changes to these.
 - To deal with children in a polite, professional and friendly manner at all times and to seek guidance where necessary from Business Manager and the Headteacher
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- General requirements :
- Take part in the school's performance management system.
 - Attend and promote Healthy Eating at whole school parent events/evenings.
 - 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.
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Job	Chef Educator
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Person Specification

	Essential	Desirable
Qualifications		
1. City & Guilds 706/1 and 2 or NVQ level 2/3	✓	
2. Level 2 Food Safety in Catering (from a recognised examining body)	✓	
3. Level 3 Supervising Food Safety in Catering (from a recognised examining body)		✓
Experience		
4. Experience of working in a multi-cultural environment and appreciation of different dietary requirements.	✓	
5. Experience in working within Health & Safety and Food Hygiene regulations.	✓	
6. Experience of maintaining/ordering food stuffs.	✓	
7. Experience of managing and motivating staff.	✓	
8. Previously managed or assisted in running own catering unit.	✓	
Knowledge		
9. Knowledge of current Government and School standards for school meals	✓	
10. To demonstrate culinary expertise and creativity	✓	
Skills		
11. Ability to communicate clearly at all levels.	✓	
12. Ability to produce quality nutritious food to deadlines	✓	
13. Good IT skills, especially Microsoft Word and Excel.	✓	
14. Ability to generate ideas for improvements	✓	
15. Ability to carry out administrative skills accurately and on time	✓	
16. Display a commitment to the Council's equalities policies.	✓	
Personal qualities		
17. Reliable, self-motivated, organised and approachable	✓	
18. Inspiring, resourceful, determined and energetic	✓	