**St Thomas More Partnership of Schools Pastry Chef**

**Job Description**

POST TITLE: Pastry Chef

**GRADE:** E £17,891.00 - £19,939 paid pro rata to part-time hours and term time only

**HOURS** 35 hours per week term time plus 2 weeks

**RESPONSIBLE TO:** Head Chef

**In all aspects the post holder must implement faithfully and effectively the Aims and Policies of this Roman Catholic school and work collaboratively to ensure that the Christian ethos, standards of academic excellence and good behaviour are maintained and strengthened.**

**Pastry Chef:**

**To produce high quality cakes, pastries, biscuits, desserts and tray bakes for STM three catering outlets.**

# Main Duties

The following is typical of the level of duties which the post holder is expected to carry out. It is not exhaustive, and other duties of a similar type may be required at the discretion of the Head Chef & Catering Manager.

1. Produce all cakes, desserts, biscuits, tray bakes for all three catering outlets.
2. To assist the head chef in ordering of kitchen supplies.
3. To assist Head Chef in monthly stock takes.
4. Ensure kitchen is kept clean and tidy at all times.
5. To ensure that health and safety and food hygiene regulations are strictly observed, recorded and archived;
6. To monitor the quality of the product and service provided, and make recommendations for changes accordingly;
7. To ensure the correct levels of products are produced to ensure all catering outlet counters are full over all service periods.
8. To produce traditional cakes on a daily basis along with and more innovative options for theme days and special events.
9. Keeping abreast of trends and developments in the industry, such as menus or trends in consumer tastes.
10. To assist with food service over break and lunch periods.
11. Help clean down kitchen and catering areas after lunch.
12. To complete any other reasonable task given by the Head Chef.

This job description may be amended by the Catering Manager after consultation with the post holder.