Newcastle City Council

Job Description

Post Title Chef (Schools/Welfare Catering) AA4112

Evaluation 423 Points **Grade:** N4

Responsible to Operations Manager

Responsible for Catering staff

Job Purpose Responsible for the delivery of the catering service including advice and guidance to catering staff and help improve the development of catering matters in conjunction with Operations Managers and Development Chefs. Ensure efficient and effective management of allocated resources.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1 To organise and supervise staff and resources on a day to day basis to ensure the preparation and serving of the designated daily menu is in accordance with appropriate standards and procedures.

2 To prepare and ensure the cooking of food is in accordance with specified standards and requirements, including the provision of special dietary meals where appropriate.

3 To ensure appropriate portion control and standards of food servicing are maintained and that food is prepared for delivery to catering outlets.

4 To organise the designated menu choice to meet demands ensuring the availability of a good menu choice throughout the meal periods.

5 To ensure the maintenance of high standards of cleanliness and hygiene in the kitchen, strict adherence to the provisions of Health and Safety Legislation and Food Hygiene Regulations and maintaining all associated records; in accordance with the Council's policies and procedures.

6 To work with the school or other clients to create menus to meet their requirements and adhere to national food standards.

7 To assist with the development of the service to meet the preferences and demands of customers.

8 The ordering of food, effective stock control, and the maintenance of accurate stock records, together with the completion of all aspects of daily administration.

9 To assist with the preparation of food for occasional school functions where catering is required.

10 Work flexibly across the catering portfolio as required.

11 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.