



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Head Chef/Cook in Charge

GRADE: Band 5

RESPONSIBLE TO: Catering Manager

RESPONSIBLE FOR: Kitchen Assistants

Overall Objective of the Post:

To be responsible for the provision of a first-class catering service.

Key Tasks of the Post:

1. You will observe health, safety, hygiene and other regulations. You will:

- Ensure that the kitchen cleaning schedule is adhered to effectively.
- Be responsible for maintaining all food safety systems.
- Be responsible for the health and safety of all catering employees and ensure that safe working practices are maintained.
- Ensure that all administration relating to hygiene is completed in accordance with South Tyneside Council's procedures and legal requirements.
- Manage food allergies/intolerances/other special diets and associated administration and training in accordance with South Tyneside procedures.

2. You will train, develop and supervise a team of kitchen staff. You will:

- Ensure that catering employees are trained to deliver the highest standards of food production and customer service.
- Provide guidance, coaching, support and direction to all staff as required.

3. You will provide a top quality food service to customers. You will:

- Plan a menu mix in line with customers' expectation.
- Ensure that portion control and first-class plate presentation is consistent.
- Order and receive food and non-food stock in accordance with STC procedures.
- Provide special diets to customers as required and provide nutritional information on request.
- Manage a cashless lunch payment system where required by the on-site client (secondary schools only).

4. You will market and promote the school meals service. You will:

- Undertake promotional events e.g. parents' visits, healthy eating initiatives, National School Meals Week or any promotion as directed by a Catering Officer, in order to maximise meal uptake and raise the profile of the service.
- Provide any additional catering as required by the Head Teacher or on-site client e.g. buffets, breakfast club, after-school catering, summer schools.
- Ensure that the highest standards of customer care are upheld, including handling positive and negative feedback swiftly, effectively and professionally.

5. You will ensure that catering premises and equipment are maintained. You will:

- Ensure that all catering equipment is maintained, and faults reported in accordance with STC procedure.
- Report any necessary repairs immediately in order to maintain a hygienic and safe environment for food preparation activities.

6. You will contribute to the economic development of the community. You will:

- Support young people undertaking work experience programmes as requested.
- Support mature trainees wishing to undertake work-based training within the catering industry.

7. You will contribute to the health of customers. You will:

- Promote healthier menu options at every opportunity.
- Market healthier options via effective display and merchandising.
- Ensure that healthier cooking methods are used at all times.

8. You will assist in the Council's Major Incident Plan. You will:

- Be included in the MIP call-out list and assist with food preparation and related duties in the event of a major incident where emergency catering may be required out of normal working hours.

9. You will assist the Catering Operations Team to provide an excellent catering service. You will:

- Be available to work in any kitchen within South Tyneside, as directed.
- Arrange to redeploy any member of kitchen staff to an alternative workplace as directed.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: EL/CL

Date: 5.11.20