

# Chef (Schools and Welfare Catering)

## Job Description

Reports to: **Operations Manager**

Direct reports: **Catering staff**

Evaluation: **449 points**

Grade: **N5**

Reference: **A4991**

## Purpose

Responsible for the delivery of the catering service including advice and guidance to catering staff. Ensure efficient and effective management of allocated resources. Work flexibly across the catering portfolio as required.

## Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To be responsible for maintaining all food safety systems within the kitchen and ensure the cooking and preparation of food is in accordance with specified standards.
2. To ensure the maintenance of high standards of cleanliness and hygiene in the kitchen by strict adherence to Health and Safety Legislation and Food Hygiene Regulations and maintaining all associated records in accordance with the Council's policies and procedures.
3. To manage food allergies/intolerances/other special dietary requirements and associated administration and training to Catering Assistants in accordance with statutory requirements and Council procedures.

4. The ordering of food, effective stock control, and the maintenance of accurate stock records accounting for income and expenditure, together with the completion of all aspects of daily administration.
5. To manage the cash collection for the School Meals service, including the emptying and counting of cash and the registering of users for biometric or similar identification methods.
6. To support any promotional or client events in order to raise the profile of the service and maximise meal uptake.
7. To work with the school, other clients and colleagues to create menus to meet the clients requirements and adhere to national food standards.
8. To attend training and then deliver toolbox talks to staff on key messages.
9. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
10. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.