Assistant Chef (Schools and Welfare Catering)

Job Description

Reports to: Operations Manager
Direct reports: Catering Staff

Evaluation: **397** points
Grade: **N4**
Reference: **A5021**

Purpose

Assist the Chef in the delivery of the catering service including providing guidance to catering staff. Work flexibly across the catering portfolio as required.

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. Assist with the organisation, supervision of staff and resources to ensure the preparation and serving of meals is in accordance with food safety standards and client requirements, and acting up where necessary in the absence of the Chef.

2. To maintain food safety systems within the kitchen and ensure the cooking and preparation of food is in accordance with specified standards.

3. Assist with the organisation of daily menu choices to meet demands, ensuring the availability of a good menu choice throughout the meal periods and the management of portion control.

4. 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.

5. To administer and deliver relevant training to Catering Assistants on matters such as allergens, special dietary requirements, kitchen management systems in accordance with statutory requirements and Council procedures.

6. 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.

7. To support any promotional or client events in order to raise the profile of the service and maximise meal uptake.

8. To assist the Chef in creating menus to meet client requirements and adhering to national food standards.

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