**Job Title:** Chef

**Grade/Pay Scale:** £21,962

**Reports to**: School Business Manager

**Hours:** Basic number of hours will be **30 hours per week**. The hours of duty will be 7:30 – 3/ 10 – 4:30 Monday to Friday, term time only including INSET days (40 weeks per year).

**Closing Date:** 30th August 2022

**The Ideal Candidate:**The ideal candidate will contribute to the success of the school by delivering a first-class service in providing a hot two course meal to staff and students that is nutritionally balanced and meets all religious and dietary requirements. It is essential that the post holder is able to work as part of a team and get along with a wide range of stakeholders.

**Purpose of job:** To undertake the planning, preparation, serving and clearing away of school meals.

**Main Duties and Responsibilities:**

1. To lead all catering functions within the school, including lunches, extended-hours provision, snacks and refreshments. This may include packed lunches or hot food to be taken off-site.
2. To ensure that a smooth, seamless service is provided for staff and students to support learning within the school, ensuring that lunch-time is a relaxing and social even for staff and students.
3. To plan and cost a three-weekly rolling menu, ensuring all School Food Guidelines are adhered to and dietary requirements are met (such as halal, vegetarian, diabetes, nuts and so on).
4. To prepare, serve and clear away a two course hot lunch every day.
5. To place orders for supplies to ensure that provision is sufficient to meet requirements.
6. To adhere to all food regulations relating to heat level of cooking, storage and serving of food. To ensure accurate records are kept.
7. To adhere to all regulations relating to storage of food at correct temperatures. To ensure accurate records are kept.
8. To clean and inspect daily the hygiene of the kitchen. To undertake daily cleaning duties and to assist in ensuring that satisfactory levels of cleanliness and hygiene are achieved and maintained.
9. To make appropriate checks, including temperature of food, fridges and freezers daily and keep appropriate records. To maintain all relevant logs, records and information as required by the SBM
10. To manage the School Fruit Scheme, ensuring fruit is received, checked and stored correctly and that there is sufficient for one piece per child per day. To ensure appropriate records are kept.
11. To manage the milk scheme, ensuring milk is received, checked and stored correctly. To ensure appropriate records are kept.
12. To provide day-to-day guidance and support to the Apprentice Kitchen Assistant, including training relating to the apprenticeship.
13. Keep up to date with current relevant legal requirements and food safety regulations. To understand Health and Safety at Work matters (including COSHH and Manual Handling regulations) and ensure relevant Health and Safety regulations are adhered to.
14. To report all accidents and spillages to the SBM
15. To check all kitchen equipment and report faults to the SBM
16. To report any necessary repairs to the building, furniture, fittings, fixtures and equipment to the SBM
17. To attend training courses, study days and fire lectures as directed by the SBM
18. To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school.

**Annual Leave**: 30 days. Annual Leave is to be taken outside of school term time.

**Overtime:** By arrangement and consent of the SBM

**Confidentiality:** All staff are required to respect the confidentiality of all matters relating to the school, pupils and staff.

**Safeguarding:** It is a requirement of this role that the post-holder has satisfactory DBS clearance.

**Skills & Experience**

**Essential:**

* Previous experience of running a school kitchen and catering service.
* A catering qualification.
* Excellent customer service
* Previous experience of planning menus on a similar scale.
* Experience of meeting the needs of a wide range of dietary requirements whilst still producing nutritionally balanced meals.
* A clear understanding of the legal regulations involved in storing, cooking a serving food.
* A clear understanding of the legal regulations relating to recording good hygiene procedures within the kitchen.
* A willingness to provide food off-site for students and teachers.
* DBS clearance to work with children.
* An understanding of Safeguarding issues.
* A willingness to support and contribute to the ethos of West Newcastle Academy.

**Catering Responsibilities as led by the School Chef**

* Deliver an outstanding service in relation to all catering functions within the school;
* Overall responsibility of all catering functions within West Newcastle Academy including school lunches (both onsite and off-site), snacks, wrap-around care, school refreshments, school fruit and school milk.
  + Plan a three weekly recurring menu following guidelines for school food;
  + Manage stock control and ordering for all provisions and equipment to minimise wastage and maximise budget
  + Ensure dietary requirements (religious, medical or other) are adhered to
  + Manage the School Fruit scheme ensuring there is always enough fruit for mid-morning snack (purchasing additional fruit as necessary)
  + Manage the School Milk scheme ensuring there is always enough milk for mid-morning snack (purchasing additional milk as necessary)
  + Manage refreshments in the staff room ensuring there is tea/coffee/milk/sugar always available
* Prepare a two course hot lunch daily for staff and children in school (or off site). Ensure strict timings are adhered to.
  + Prepare the meal in the kitchen following the menu and meeting all hygiene standards
  + Load up kitchen trolley with cutlery, plates, napkins, jugs of water, glasses and table cloths
  + Set the tables each day at 11.30am with table cloths, cutlery, napkins, glasses, plates and jugs of water. Return trolley to kitchen
  + Use trolley to bring the food out and place on tables with serving utensils for 12.45pm
  + Take trolley back to kitchen and load with pudding bowls/plates and then pudding.
  + Prepare pudding and take out to dining hall for 12.00pm
  + Help children clear tables, wipe tables down of worst of food, re-fill jugs.
  + As each table finishes main course, put pudding on the table.
  + Take trolley into kitchen and load dirty crockery etc into dishwasher
  + Children leave to go out to play at 12.15pm. Clear tables.
  + Take trolley back into kitchen and empty trolley of dirty crockery etc.
  + Re-load trolley with cutlery, plates, glasses, napkins, jugs of water
  + Clear and wipe tables. Lay tables with cutlery, plates, glasses, napkins and water.
  + In kitchen, load up trolley with second serving of lunch and take through to serve at 12.30pm.
  + Return trolley to kitchen and load up with pudding.
  + Take pudding through at 12.45pm.
  + Help children clear tables, wipe tables down of worst of food, re-fill jugs.
  + As each table finishes main course, put pudding on the table.
  + Take trolley into kitchen and load dirty crockery etc into dishwasher
  + Children leave to go out to play at 1.00pm. Clear tables.
  + Take all dirty crockery etc through to kitchen where it is washed up/dishwashed.
  + Wipe down tables/cloths with detergent and anti-bac, fold and store table cloths.
  + Sweep food from floor and spot mop.
  + All staff to work as a team to ensure kitchen equipment, crockery etc is then cleaned and washed up.
  + Take jugs of water through to both class rooms with glasses.
* Wrap Around Care
  + **Breakfast Club:**
  + Load trolley with cereal, milk fruit juice, toast, spread and jams, cutlery, crockery and table cloth. Take through at 8.00am and leave in the Forest Room. Put the table cloth on the table.
  + At 8.30am, go back through to Forest Room and re-load trolley with dirty crockery etc. Clean the table cloth with detergent and anti-bak. Take trolley back through to kitchen.
  + Reload trolley with snack (fruit and milk – see below)
  + **After School Club:**
  + Prepare snack of beans/spaghetti hoops/cheese and biscuits each day.
  + At 3.30pm, load up trolley with crockery, cutlery etc.
  + Take trolley through at 3.50pm and leave in Forest Room
  + After School Club staff to neatly load trolley, clean table cloth with detergent and anti-bac and return trolley to kitchen.
* Snacks
  + Every child to have a snack of fruit and/or milk every morning. Chef to ensure that there is enough fresh fruit every day for one piece per child.
  + At 8.45am, trolley loaded with jugs of milk, cups and fruit – enough for one per child.
  + Fruit and milk delivered to each classroom.
  + On a **Monday** toast is also to be given to all children. Buttered and cut into quarters and put on a large plate for the teacher to hand out. Half a slice per child (two quarters).
  + On a **Tuesday** hot chocolate to be taken to Forest Room at 10am.
  + At 9.30am milk, fruit and dirty cups removed and returned to kitchen.
* Stock Management
  + Ensure stock is ordered in a timely manner with consideration given to budget.
  + Ensure stock control so that all food is used within date and there is minimum wastage.
  + Ensure all food is appropriately stored.
  + Ensure relevant certificates (eg Halal) are obtained and correctly stored/filed.
* Cleaning / Hygiene
  + The preparation of appropriate cleaning schedules
  + Ensuring cleaning schedules are adhered to and appropriate record keeping is up-to-date (including staff room fridge)
  + Ensure temperatures of all fridges and freezers (including staff room fridge) are taken and recorded daily.
  + Ensure temperature of all food is taken and recorded daily.
* Line Management & training
  + Lead and support the apprentice within the kitchen providing necessary training.