Job Description: Chef

#### Responsible to: Chef Manager

#### Hours of Work: Term time, 40 hours per week, split shifts (either a morning or evening shift), alternate weekends

Date of Job Description: October 2024

# JOB CONTEXT AND PURPOSE

Caldicott is one of the country’s most prestigious Independent Boarding and Day Preparatory Schools for Boys. We are a flourishing school with around 250 boys from 7 to 13 years old, with a five-day week in Year 3 and Year 4 and Saturday School from Year 5, with Flexi Boarding (1st to 4th Form/Years 3 to 6), Weekly, Full Boarding or Day Plus options (5th and 6th Form / Years 7 and 8). We deliver a first-class education, sporting provision and a rich variety of music, drama, arts and extracurricular opportunities in a friendly and supportive working environment.

The catering department produces breakfast, lunch and supper on all school days for up to 250 children and 150 staff. They also cater for school social events, sports matches and days for up to 800 guests, pupils and staff.

Chefs at Caldicott work in a team of 7, under the direction and supervision of the Chef Manager. They prepare high quality meals, snacks and refreshments on a daily basis and for all special and annual events.

Caldicott is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

##### MAIN TASKS AND RESPONSIBILITIES

1. **To produce high quality, varied, up-to-date, nutritional balanced meals for pupils, staff and visitors by:**
2. Food preparation, cooking, baking.
3. Ensure all surfaces are cleaned down at regular intervals throughout shift
4. To use all equipment correctly and to report any faults or repairs needed to the Head Chef or in her absence, the Catering Manager.
5. To work as efficiently and tidily as possible on all tasks.
6. To ensure a high standard of presentation of all dishes.
7. To work as part of a team on a smooth running rota and ensure the Catering Manager is given as much notice as possible of any requests for change or cover. Where staff are granted changes to shifts or require others to cover for them they are expected to make this time up by covering shifts themselves.
8. To work closely and collaboratively with other members of the team, covering or assisting with each other’s tasks when necessary or instructed to do so.
9. To be willing and able to answer questions about food prepared to diners – children or adults.
10. Work to high professional and food hygiene/safety standards. Report to the Head Chef or Catering Manager any concerns in this area.
11. Report any concerns over operation or safety of kitchen equipment, machinery and pests.
12. Ensure all general Health and Safety standards are met in area of responsibility.
13. **Safeguarding and Child Protection:**
* To implement and adhere to best practice in safeguarding and promotion of the welfare of children and young people
* To lead by example on good pastoral, safeguarding and child protection behaviours

##### GENERAL DUTIES

Undertake such other duties as are agreed to be in keeping with the general nature of the job.

##### TERMS AND CONDITIONS

All other terms and conditions are those as referred to in your letter of appointment, contract and the Employee Handbook.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_