



Head Chef

Monday to Friday 7:00-15:00, Term-time only, plus occasional evenings (dinners, events etc.)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	To manage the kitchen operation effectively to provide the appropriate food service to the satisfaction of the pupils, staff and parents. Prepare food in accordance with all guidelines and legislation for approximately 750 pupils and staff.
Reporting to:	Catering Manager
Main Duties and Responsibilities:	<p>Team Management</p> <ul style="list-style-type: none"> • Ensure that all service staff have a full understanding of menu items and service. • Make continuous assessment of the performance of all kitchen staff to establish training needs and development potential. • Ensure that training is carried out in the location to meet identified needs and requirements of company training policy. • Carry out employee appraisals (as directed by the Catering Manager) in a timely fashion and ensure that the information is filed appropriately and accurately, and development plans are implemented. • Attend training sessions and catering meetings when required. • Ensure that all kitchen staff are fully trained in the use of equipment, chemicals, substances hazardous to health and food handling in general. • Take responsibility for developing less experienced chefs, encouraging them to actively learn new ideas, and cross-training them in all areas of the kitchen. • Ensure that all training is recorded in line with school procedures.



- Motivate and lead by example, ensuring you and your team have fun at work and are proud of your efforts.
- Lead daily pre-service briefings (morning break and lunch) covering menu overview, allergen information, portion control, and service responsibilities.
- Issue daily task allocation and prep lists for each section and verify completion.

Customer Service

- Ensure that all hot and cold food is prepared for service to the highest possible standard.
- Provide all hospitality and functions as requested.
- Monitor sales and plan menus accordingly.
- Ensure that all food is presented and served to reflect school expectations and remain innovative in presentation and style.
- Plan menus that exceed customer expectations.
- Constantly endeavour to improve the standard of food preparation and presentation and incorporate new technology as it becomes available.
- Maintain up-to-date knowledge and interest in current and future food and industry trends and reflect these in the location.
- Incorporate new service styles and food concepts in the location.
- Carry out purchasing procedures (dry, frozen, fresh goods, fruit and vegetables, meat and dairy products) in line with school supplier lists.
- Present accurate costing on daily menus to the Catering Manager.
- Own recipe costing and centralised ordering approvals; forecast from weekly pupil numbers; monitor supplier pricing.
- Implement structured feedback and benchmarking, including tasting sessions and pupil surveys.
- Be visibly present at service times to monitor quality and gather feedback.



Health & Safety

- Take all necessary steps to ensure that the kitchen area complies with Food Hygiene and Health and Safety Regulations.
- Establish a cleaning schedule and ensure that the kitchen areas are cleaned at the end of each day, in accordance with the cleaning schedules.
- Conduct hygiene, health and safety risk assessments and ensure that all standards in respect of Hygiene and Safety are established and maintained.
- Record and report all accidents occurring in the kitchen area, following St Benedict's procedures.
- Ensure that all equipment is in working order and is safe to use and make recommendations for replacement and renewal of equipment when necessary.
- Own and maintain the Food Safety Management System (FSMS) and HACCP documentation; ensure centralised daily due diligence records and weekly sign-off.
- Establish signed cleaning rotas and verify completion for audit readiness.

General

- Show commitment to school values in all aspects of your role.
- Act as a positive ambassador for the school.
- Ensure that you deliver what you promise to customers, clients and your team.
- Treat others as you would expect to be treated.
- Attend a weekly meeting with the Catering Manager to review the progress of the kitchen and the location.
- Attend to any other reasonable request made by the Management.
- Deputise in the absence of the Catering Manager as and when required.



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	<ul style="list-style-type: none"> • Take responsibility for contributing towards your own personal development with the guidance of the Catering Manager and attend training courses as and when required. • Respond to all school memos and requests as required. • Prepare food in accordance with all guidelines and legislations. • Adhere to all food regulations relating to heat level of cooking, storage and serving of food. Make appropriate checks, including temperature of food, fridges and freezers daily and keep appropriate records. Maintain all relevant logs, records and information as required. • Ensure that the kitchen is run in accordance with environmental health requirements. • Maintain production and wastage sheets; set and monitor waste-reduction KPIs. • Optimise equipment use (e.g., Rational steam modes) for safety and efficiency.
<p>Safeguarding responsibilities</p>	<p>Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</p>

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification			
	<p>Essential <i>These are qualities without which the applicant could not be appointed.</i></p>	<p>Desirable <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria.</i></p>	<p>Method of Assessment</p>
<p>Qualifications</p>	<ul style="list-style-type: none"> • City & Guilds diplomas in professional cookery or any equivalent diploma • Level 3 Food Safety • Allergy Awareness Certificate 		<p><i>Production of the applicant's certificates.</i></p> <p><i>Discussion at interview.</i></p> <p><i>Independent verification of qualifications.</i></p>





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Experience:	<ul style="list-style-type: none">• Demonstrable FSMS/HACCP leadership experience in high-volume education settings.		<i>Contents of the application form.</i> <i>Interview.</i> <i>Professional references.</i>
Skills	<ul style="list-style-type: none">• Good knowledge of English, spoken and written• Excellent communication skills• Good knowledge of IT• Works well under pressure• Team management skills• High level of attention to detail• Multitasking, planning and organisational skills• Cleanliness, health and food safety, sanitary practices• Creativity, presentation, recipe creation• Proven ability to run daily briefings, maintain centralised due diligence records, and meet cost/waste KPIs.		<i>Contents of the application form.</i> <i>Interview.</i> <i>Professional references.</i>



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Knowledge	<ul style="list-style-type: none">• Excellent knowledge of all areas of managing a kitchen		<i>Contents of the Application Form.</i> <i>Interview.</i> <i>Professional references.</i>
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none">• High level of attention to detail• committed to their own and the team's professional development• Adaptability to change and willingness to embrace new ideas and processes• Positive and friendly 'can do' attitude		<i>Contents of the Application Form</i> <i>Interview</i> <i>Professional references</i>