

## STEYNING GRAMMAR SCHOOL

### JOB DESCRIPTION

STAFF NAME:

TITLE Chef Manager

GRADE 5

RESPONSIBLE TO: Catering Manager and Business Manager

#### **Purpose and scope of the post**

To assist the Catering Manager in the operation of fulfilling the catering needs of the School ensuring that high standards of hygiene, health and safety, food preparation and food service are maintained at all times.

#### **DUTIES**

- 1) To supervise the daily running of the kitchen and staff ensuring prompt provision and efficient service of all meals to the standard laid down by the school and to the Catering Manager's specification.
- 2) To ensure that methods of preparation, production and presentation comply with the schools standards and policies. You will be required to liaise with the Catering Manager with regards to planned menus.
- 3) To ensure regular communication with the Catering Manager attending meetings as requested.
- 4) To ensure stock audits are taken monthly or as and when required
- 5) To ensure budget controls are in place and adhered to
- 6) To ensure that the control of raw materials and portions are to the school's standards.
- 7) All requests for additional catering must be referred to the Catering Manager and you will liaise with him on their requirements.
- 8) To ensure the school's documentation and administration procedures are carried out to the approved standard.
- 9) To maintain the school's standard of hygiene and safety and take any action as is necessary.
- 10) To take all necessary steps to ensure security of the kitchen, store, and any other area under the schools control.

- 11) To attend meetings and training courses as required.
- 12) To attend your place of work during your scheduled hours and wearing your appointed uniform.

**Other**

- Attending any training sessions deemed appropriate by the Catering Manager, including Child Protection Training.
- Be responsible for promoting and safeguarding the welfare of children and young people for whom he/she is responsible, or comes into contact with.
- To undertake any other reasonable duties at the request of the Catering Manager or Headteacher

**Remuneration Package**

**Grade 5 (points 17 – 19)                      £17372 - £18376 per annum pro rata**

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals of about one year and may be subject to modification or amendment at any time after consultation with the holder of the post.*

**N Wergan  
Headteacher**

**Issued February 2015**