

JOB DESCRIPTION: CHEF MANAGER

MAIN RESPONSIBILITIES

As an enthusiastic and committed person you will lead the Catering team. You will be responsible for preparing meals and serving children here at Frewen College each working day. This will include hot food, snacks and beverages prepared on our site kitchen.

Duties

- Take responsibility for the smooth running of the kitchen. To include:-
 - Menu planning and stock management
 - Ordering of dry and fresh stock
 - Checking and replying to emails
- Prepare and cook fresh food from scratch using fresh produce
- Provide exceptional standards in all aspects of food service, an attention to details is vital
- Ensure all food/ meals are produced on time for the various service requirements
- Preparing large quantities of meals for internal and external schools
- Prepare food in accordance with all guidelines and legislations
- Ensure that the kitchen, dining halls, equipment and utensils are all properly ~~care~~ correctly stored away and / or ready for collection each day
- Responsible for the presentation of all produced and served
- Preparation and delivery of high-quality refreshments for school events, lunches and meetings
- Work with the School Matron to respond to the changing diet requirements of our school
- Monitor and organise stock levels at all times
- Ensure that deliveries are met and are promptly stored away as appropriate
- Ensure that all kitchen equipment is properly maintained and that any defects are reported promptly to the Estates Manager in their absence
- Meet the daily deadlines in preparing food for internal and external sale
- Serve the pupils food in accordance to the schools portion control
- Clear away all food stations and undertake daily washing up duties
- Set up servery area on a daily basis, as required
- Maintain temperature control standards for all food
- Assist with designing high quality, tasty and appetising food for pupils, visitors and staff
- Participate in all general catering and dining room duties
- Ensure that all personal and food hygiene procedures are applied at all times
- To participate in appropriate meetings with colleagues, parents and students.
- To play an active part in promoting the school ethos, vision, mission and values To perform any other key tasks which the Principal may reasonably assign

Safeguarding, discipline, health and safety

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times.
- If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead or to the Principal.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.