



St Paul with St Luke C of E Primary School

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Head Chef Educator Job Description

To lead, innovate, motivate and work with a team whose aim is to serve fresh, interesting and nutritious school meals within budget which meet Government and the School's standards at all times.

To lead on developing a food and cookery curriculum for the whole school and food related projects and have high aspirations for the future of food at School.

Food Preparation, Quality & Standards

- To lead and work as part of a team preparing fresh food to meet the specified standards.
- To prepare meals in accordance with an agreed seasonal 3-week menu cycle and to change this in accordance with the school food standards and allowing for allergen issues, ensuring full adherence to recipes, food presentation standards and portion control.
- To understand the needs of those pupils with special dietary requirements and ensure they are catered for.
- To work to deadlines to ensure meals are served promptly.
- To ensure that meals are presented and served in an attractive way.
- To ensure that work is carried out hygienically, safely and tidily at all times within the prevailing legislative framework.
- To help promote school lunches and uptake through taster days, parent events, newsletters, theme days and other events and methods.
- To support the School's emphasis on pupils' health and well-being. To support on projects such as an herb garden on the school site and food recycling projects
- On occasion, and with agreement, to lead on food preparation for special events, which may be outside normal hours.
- To make regular contributions to breakfast club food and after school food provision within reasonable time constraints

- To lead cooking classes for children
- To liaise with school gardener on using school garden produce or instigate a gardening project if there isn't already one in place.

Administration

- To be responsible for the financial and administrative tasks associated with ordering food and sundries, including checking delivery notes and invoices.
- To monitor, control and reduce waste and make recommendations to the Operations Manager for menu adjustments.
- To provide management information including the breakdown of meal numbers and meal costs on a weekly basis and on request.
- To record and monitor staff attendance and absences.
- To conduct stock takes on a monthly basis and on request.
- To report any complaints or incidents to the School Business Manager or Headteacher.

Health & Safety

- To ensure that policies and procedures with regard to health and safety and hygiene are understood by all kitchen staff and adhered to at all times.
- To ensure cleaning schedules are carried out.
- To ensure all kitchen staff wear the correct uniform at all times.
- To ensure all kitchen equipment is maintained in good condition and any faults are reported to the School and the Business Manager.

Management

- To ensure there are sufficient staff at all times and to arrange appropriate cover where necessary and authorised.
- To ensure all staff are trained in health, safety and hygiene.
- To ensure all staff are inducted, including fire evacuation procedures, first aid, safe use of equipment, dealing with children, etc.
- To take all necessary steps to ensure the maximum security of kitchen supplies, equipment and monies.

Conduct

- To be familiar with all relevant School policies, rules and procedures and any changes to these.
- To set a standard of behaviour to colleagues which is polite, honest and friendly.
- To deal with children in a polite, professional and friendly manner at all times and to seek guidance where necessary from Business Manager and the Headteacher

General

- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.

Person Specification

Experience

- Experience of catering.
- Previously managed, assisted or deputised own unit.
- Experience of leading a team and training them in basic kitchen skills.

Knowledge

- Good foundation and higher level knowledge of food preparation methods including: balancing meals, portioning, stock rotation and ordering.
- Strong knowledge of baking.
- Ability to cook to a high standard across multiple disciplines.
- Interest in cuisine and furthering knowledge of food.

Skills

- Ability to read and implement instructions, such as Health & Safety and Food Hygiene regulations.
- Ability to create and help implement interesting and healthy menus.
- Able to use and clean machinery and light equipment.
- Demonstrate a willingness and enthusiasm for training and progression.
- Able to encourage children to select a balanced meal.
- Able to communicate and relate well with all kitchen, school staff and pupils.
- Able to train staff in basic kitchen skills.
- Able to plan and run cooking classes and impart knowledge and skills.
- Able to work on own and within a team.
- Able to lead and motivate staff.
- Display a commitment to the Council's equalities policies.
- Display and maintain a high standard of personal hygiene.
- Work effectively in a busy and hectic environment.

