

Job Description

Post Title: Chef (Schools and Welfare Catering) A4991

Evaluation: 449 points **Grade: N5**

Responsible to: Operations Manager

Responsible for: Catering staff

Job Purpose: Responsible for the delivery of the catering service including advice and guidance to catering staff. Ensure efficient and effective management of allocated resources. Work flexibly across the catering portfolio as required.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To be responsible for maintaining all food safety systems within the kitchen and ensure the cooking and preparation of food is in accordance with specified standards.
- 2 To ensure the maintenance of high standards of cleanliness and hygiene in the kitchen by strict adherence to Health and Safety Legislation and Food Hygiene Regulations and maintaining all associated records in accordance with the Council's policies and procedures.
- 3 To manage food allergies/intolerances/other special dietary requirements and associated administration and training to Catering Assistants in accordance with statutory requirements and Council procedures.
- 4 The ordering of food, effective stock control, and the maintenance of accurate stock records accounting for income and expenditure, together with the completion of all aspects of daily administration.
- 5 To manage the cash collection for the School Meals service, including the emptying and counting of cash and the registering of users for biometric or similar identification methods.
- 6 To support any promotional or client events in order to raise the profile of the service and maximise meal uptake.
- 7 To work with the school, other clients and colleagues to create menus to meet the clients requirements and adhere to national food standards.
- 8 To attend training and then deliver toolbox talks to staff on key messages.
- 9 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery

