



**Stormont School
Job Description**

Post:
Chef Manager
Responsible to:
The Bursar, and through them to the Head
Responsible for:
All catering staff
Liaison with:
Senior Leadership Team (SLT), School office staff, First Aid co-ordinator and other specialist support, suppliers, Stormont Parents' Association (SPA), Governors, Teachers
Purpose of the post:
To be responsible for the operational efficiency of the catering service; planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with school management. To maintain the highest standards of personnel management, hygiene and health and safety of the catering team and the catering operations.
Key Responsibilities/accountabilities:
Catering
<ul style="list-style-type: none"> • Be responsible for the preparation, cooking and presentation of all food, to include main meals, puddings and other supplies, to the required statutory regulations and School standards • Plan, implement and review a cycle of nutritionally balanced menus to be revised at regular intervals • Purchase raw materials and supplies, check deliveries and ensure all raw and cooked food is stored and labelled correctly • Be responsible for stock control and rotation of stock • Ensure all catering activities are carried out as cost effectively as possible • Ensure that methods of preparation and presentation comply with current recognised catering standards, food safety legislation and nutritional guidelines • Ensure the timely service of all meals, breaks, fixtures and functions as required by the School • Provide support to SPA for themed or other special events • Organise occasional special functions, which may be outside of normal working hours
Health and Safety
<ul style="list-style-type: none"> • Ensure that the kitchen environment is checked prior to the commencement of catering activities on a daily basis • Report all accidents in accordance with school procedures • Liaise with suppliers and resolve any issues with reference to unfit foods • Ensure compliance with particular regard to all catering aspects of health and safety legislation and the maintenance of necessary records • Ensure appropriate control of substances hazardous to health • Ensure that preparation and delivery of all food is in accordance with known allergy conditions within the school community • Ensure that a robust cleaning schedule is in place and is followed accordingly • Take all steps necessary to ensure appropriate security of kitchen supplies and equipment • Undertake additional training, such as First Aid, as deemed necessary by the School

Communications

- Hold regular team meetings / briefings with all catering staff
- Liaise with the Bursar and all other relevant colleagues as appropriate
- Report on any comments made with reference to the service (positive or negative) and act upon or where necessary propose actions accordingly

Team Leadership

- Assist with the recruitment and induction of all new members of the catering staff
- Assist with monitoring of staff performance, providing training development as necessary
- Ensure all kitchen staff carry out the preparation and cooking of all meals in accordance with the recipe specifications and guidelines given to them
- Motivate the team to work collectively to provide an excellent service
- Be responsible for the monitoring of staff absences in tandem with the Bursar
- Co-operate as required with disciplinary procedures arising with reference to members of the catering team

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties with the context of the job as required by the Head.

Stormont School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.