

# Job Description

## **School Chef**

Salary Scale (dependant on experience): Point 18 to Point 22

Hours: 07:30 – 14:00 (Some flexibility available dependent on fulfilling requirements)

32.50 Hours per week Term Time (including INSETs)

IJDS are looking for an energetic and enthusiastic person to join our kitchen team, working to ensure children and staff have a nutritious meal at lunch, meeting all Kosher and dietary requirements. If you are willing to work as part of a team and to go that extra mile for our pupils, please apply.

**Purpose of job:** To undertake the planning, preparation, serving and clearing away of school meals.

### **Main Duties and Responsibilities:**

1. To lead the catering function, primarily lunches, snacks and refreshments for visitors. This may include packed lunches or food to be taken off-site.
2. To ensure that a smooth, seamless service is provided for staff and students to support learning within the school.
3. To plan the lunches menu, ensuring all School Food Guidelines are adhered to and dietary requirements are met (such as halal, vegetarian, diabetes, nuts and so on).
4. To prepare, serve and clear away every day.
5. To place orders for supplies to ensure that provision is sufficient to meet requirements.
6. To adhere to all food regulations relating to heat level of cooking, storage and serving of food. To ensure accurate records are kept.
7. To adhere to all regulations relating to storage of food at correct temperatures. To ensure accurate records are kept.
8. To clean and inspect daily the hygiene of the kitchen. To undertake daily cleaning duties and to assist in ensuring that satisfactory levels of cleanliness and hygiene are achieved and maintained.
9. To make appropriate checks, including temperature of food, fridges and freezers daily and keep appropriate records. To maintain all relevant logs, records and information as required by the SBM
10. Keep up to date with current relevant legal requirements and food safety regulations. To understand Health and Safety at Work matters (including COSHH and Manual Handling regulations) and ensure relevant Health and Safety regulations are adhered to.
11. To report all accidents and spillages to the SBM
12. To check all kitchen equipment and report faults to the SBM
13. To report any necessary repairs to the building, furniture, fittings, fixtures and equipment to the SBM
14. To attend training courses and INSET as directed by the SBM
15. To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school.

**Annual Leave:** 28 days. Annual Leave is to be taken outside of school term time.

**Confidentiality:** All staff are required to respect the confidentiality of all matters relating to the school, pupils and staff.

**Safeguarding:** It is a requirement of this role that the post-holder has satisfactory DBS clearance.

## Skills & Experience

### Essential:

- Preferably have NVQ/QCF Professional Cookery Level 1 & 2, or equivalent qualifications
- A catering qualification or significant experience
- Excellent customer service
- Previous experience of planning menus on a similar scale.
- Experience of meeting the needs of a wide range of dietary requirements whilst still producing nutritionally balanced meals.
- A clear understanding of the legal regulations involved in storing, cooking and serving food.
- A clear understanding of the legal regulations relating to recording good hygiene procedures within the kitchen.
- A willingness to provide food off-site for students and teachers.
- DBS clearance to work with children.
- An understanding of Safeguarding issues.
- A willingness to support and contribute to the ethos of IJDS.

For more details, please contact Mrs Masters in the school office: [office@ijds.co.uk](mailto:office@ijds.co.uk).

Application forms are available on our website: [www.ijds.co.uk/vacancies](http://www.ijds.co.uk/vacancies)