

<b>Job Title</b>	<i>Commis Chef</i>
<b>Responsible to</b>	<i>Catering Manager</i>
<b>Key Internal Contacts</b>	<i>Other staff within the catering team</i> <i>Staff in other departments within the School</i> <i>Pupils within the School</i> <i>Blenheim head office staff</i>
<b>Key External Contacts</b>	<i>Visitors to site</i> <i>Suppliers and Contractors</i> <i>External Inspectors</i> <i>Parents, carers, relatives of pupils</i> <i>Local Retailers</i>

#### **JOB PURPOSE**

To be responsible for the preparation of high-quality food and catering service to the School.

#### **KEY TASK AREAS & RESPONSIBILITIES**

- To undertake the monitoring of stocks by date rotation, portion control and quality and in accordance with the budgetary controls set
- To set up and clean down the kitchen areas before and after day-to-day use
- To ensure that necessary preparation is undertaken for the day/weekly demand/needs of the School
- To be observant of the need to minimise waste
- To provide suitable food to staff/Pupils with special dietary requirements
- To personally observe all measures relating to Health and Safety, hygiene and food hygiene requirements
- To report on any equipment or maintenance requirements
- To prepare and place food orders and to deal with any enquiries
- To ensure that supplies are properly checked on delivery and that invoices are accurate
- To ensure all equipment and chemicals are used and handled correctly at all times, in accordance with manufacturer's instructions and COSHH Regulations
- To keep relevant records and reports accurate and up to date
- To respond timely and with flexibility to urgent or last-minute staff/service requirements as a service providing function of the School
- To report any defeats, damage, theft, breakages, or hazards to relevant staff immediately

## General

- Report issues that have arisen in the day promptly to the relevant person
- Effectively hand over to other staff and teams as required
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Report issues and/or incidents relating to staff and Pupils that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions, and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the School as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the pupils, staff and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

## PERSON SPECIFICATION

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of catering work in a residential or educational or similar setting	✓	
Experience of menu planning with reference to budgetary control and nutritional		✓
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Good knowledge of catering practices including the use and storage of relevant products	✓	
Good knowledge of food safety requirements	✓	
Good knowledge of devising and implementing effective systems of working	✓	
Ability to work independently and as part of a team	✓	
Ability to work as part of a team	✓	
Effective communication skills, verbal and written	✓	
Basic IT skills	✓	
Good organisational and time management skills	✓	
<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to work towards other relevant qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to the values of the Organisation	✓	



Outcomes  
First Group

**Job Description  
Commis Chef  
Children Education**

**Acorn Education**

**Momenta Connect**

**Options Autism**