

Job Description and Person Specification

Job details

Job title:	Sous Chef
Directorate:	Ickburgh School
Reporting to:	Head Chef, Business Manager and Headteacher
Grade:	Scale 6 – S01 (depending on experience)

Job description

- Purpose of the post:
- To motivate and lead a team in the absence of the Head Chef and to serve fresh, interesting and nutritious school meals. within budget and which meet Government and the Schools standards at all times
 - To participate and contribute to wider school activities relating to the catering service, nutritional values and education and food technology.
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Main duties and responsibilities:

Organisation & Standards:

- Prepare fresh fish, fresh meat, bake fresh breads and pastries.
- Prepare meals in accordance with an agreed seasonal menu cycle and change.
- Work in accordance with the school food standards, allowing for any allergen issues.
- Ensure full adherence to recipes, food presentation standards and portion control.
- Have a working knowledge of multiple cooking methods and an understanding of correct cooking procedures such as blanching, searing, grilling and steaming
- Assist the Head Chef with weekly menu planning ensuring that there is variety in the chosen meals and portion control.
- Prepare meals to meet specific dietary and cultural requirements.
- Ensure freezer and fridge temperatures logs are maintained on a daily basis.
- Be responsible for monitoring of food hygiene and safety measures.
- Check supplier delivery notes against orders and report discrepancies. Undertake stock taking monthly maintaining food stock levels and checking of dates.
- Assist with the ordering of groceries and other supplies according to the menu.
- Maintain a weekly and monthly cleaning regime for all the kitchen equipment.
- Take part in meetings and training organised in the unit.
- Check and monitor stock in the kitchen and report excess food items.
- Work as part of a team and contribute to the work of the unit.

Efficient Use of Resources

- Be responsible for the security of the unit and stores and equipment in accordance with procedures.
- Check deliveries for quality and quantity of goods received.
- Maintain portion control and instruct and supervise staff accordingly.
- Be responsible for the correct accounting and banking of all cash taken in the unit.

Wider School Activities

- Liaise with School Management and Service Users to promote and improve the service.
- Provide accurate information regarding nutritional and calorie values of menu options and advice on healthy eating.
- Participate in wider school activities regarding food selection, preparation and nutrition.
- Prepare and assist at any special functions organised by the school.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school's performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.

You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

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Person Specification

	Essential	Desirable
Qualifications		
1. City & Guilds 706/1 and 2 or NVQ 2 or equivalent catering qualifications, experience	✓	
2. Relevant Food Hygiene and Health & Safety qualifications	✓	
Experience		
3. Experience of working in a multi-cultural environment and different dietary requirements.	✓	
4. Experience in working within Health & Safety, and Food Hygiene regulations.	✓	
5. Experience of maintaining/ordering food stuffs.	✓	
6. Experience of managing and motivating staff.	✓	
7. Experience of banking and handling cash.	✓	
8. Previously managed or assisted in running own catering unit.	✓	
Knowledge		
9. Knowledge of preparation including methods, portions, stock rotation and ordering.	✓	
Skills		
10. Ability to communicate with a wide range of internal and external stakeholders/suppliers etc.	✓	
11. Good IT skills, especially Microsoft Word and Excel.	✓	
12. Display a commitment to the Council's equalities policies.	✓	