



Job Description

Job Title	Head Chef, Whitefield School
Pay scale	WF Higher level / SO1 depending on experience (Term Time Only)
Location	Whitefield School, Waltham Forest
Responsible to	School Operations Manager
Purpose	<p>To organise and supervise the catering establishment in accordance with and to the standard required by the school and statutory regulations. Maintaining the highest standards of personnel management, hygiene and health and safety.</p> <p>To be responsible for the operational efficiency of the catering service of both the Whitefield School and the Joseph Clarke School, including planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management.</p> <p>To ensure that efficient and economic use is made of all resources.</p>
Job context	Full time 35 hours per week, permanent, term time only (46.07 paid weeks per year including holiday pay)
Role responsibilities	<p>Catering</p> <ul style="list-style-type: none">• To plan, operate and control the production of school meals in the school kitchen.• Plan and implement a cycle of menus to meet nutritional guidelines and school food standards. Adjusting the menu to eliminate unpopular or costly items• To take responsibility for the standard of cleanliness and hygiene of premises and equipment• To order all food and other commodities required from designated suppliers for the provision of school dinners.• To check all deliveries against inventory and ensure all raw and cooked food is stored correctly.• To operate and control stocks, stock records and ensure correct completion and submission of all appropriate returns and records to the target dates identified.• To ensure all staff adhere to the portion standard yields as stated within the recipe specification.• To implement local promotions/theme days as required.• In conjunction with the Head Teacher, assess and adjust level of staffing and to participate where required in the selection and appointment of catering staff.



	<ul style="list-style-type: none">• To organise and manage the work of the catering team, including carrying out annual appraisals.• To maintain the highest standards of kitchen and personal hygiene and health and safety, and operate to the standards required by the statutory regulations.• Induct and maintain the training and upskilling of all staff.• To assist teaching and other staff to ensure that the aims and objectives of the school are met. <p>Team leadership</p> <ul style="list-style-type: none">• Lead, motivate and inspire the catering team, monitoring staff performance and recruiting, inducting and training new staff members.• Ensure that there are sufficient staff at all times and arrange appropriate cover where necessary and authorised. <p>Communication</p> <ul style="list-style-type: none">• To maintain regular contact with the Head Teacher(s) and School Operations Manager(s).• To hold regular team briefings with the catering team.• To actively seek feedback on the quality and satisfaction of food.• To participate in parental engagement regarding school meals.• To identify and recommend improvements and cost savings to the benefit of the school(s). <p>Health & Safety</p> <ul style="list-style-type: none">• To maintain all statutory records in the catering environment.• To report all accidents and unfit foods.• Ensure complaints with the Health & Safety Policy, COSH&H regulations and all statutory health and safety requirements.• Ensure that the cleaning schedule is complied with and carry out cleaning as required.
Key safeguarding responsibilities	<ul style="list-style-type: none">• To be alert to issues of safeguarding and child protection and to report any issues that arise in line with the Trust and individual academy procedures.
General responsibilities	<p>All employees are expected to:</p> <ul style="list-style-type: none">• Undertake any training commensurate with the post.• Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.• Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business. This job description does not form part of the contract of employment.</p>



Person Specification

Attributes	Evidence	Essential	Desirable	Evidence
Qualifications	Level 3 Food Safety in Catering	x		certificates
Professional Experience and Knowledge	<p>Comprehensive knowledge of food preparation, cooking techniques and specific cuisines.</p> <p>Ability to develop menus that are delicious but also managing food costs and portion control.</p> <p>Expertise in stock control, ordering, managing inventory and reducing food waste</p> <p>Understanding of profit and loss, managing budgets and reducing costs.</p> <p>Knowledge of COSHH and HACCP</p> <p>Competent spoken and written English, along with good numeracy for stock control and menu costing.</p> <p>Experience of leading and managing staff</p> <p>Experience of creating menus that meet the school food standards</p>	X X X X X X X		Interview/test
Personal aptitude, qualities and skills	<p>The ability to lead a kitchen brigade, mentoring staff, fostering a positive work environment and making decisions under pressure.</p> <p>A genuine, intense love for food, coupled with the imagination to develop seasonal menus that are suitable for the students.</p> <p>Attention to detail, a high standard of food presentation, taste and kitchen cleanliness</p>	X X X		



	Adaptability, the flexibility to deal with unexpected challenges, such as staff shortages or ingredient supply issues.	X		
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