

Enrich Learning Trust
Job Description

Name:	
Job Title:	Chef/ Development Chef
Salary range / job grade:	NJC 18-22
Responsible to:	Catering Contracts and Operations Manager
Responsible for:	Provision and development of the Trust's Food and Beverage Policy at North Walsham and other Trust schools
Effective Date:	

Role and Context

Purpose:	<p>Enrich Learning Trust is a Multi Academy Trust based in Norfolk. The Trust currently has six schools, four Secondary schools and two primary schools.</p> <p>We are looking to appoint a Chef/ Development Chef who is highly creative with a substantial food knowledge to manage and work with our existing catering team at North Walsham High School and help develop and implement the Trust's Food and Beverage Policy at North Walsham and other Trust schools.</p> <p>The Chef/development Chef will be required to use Catering Management Software, inputting of recipes to achieve nutritional information, costings and allergen information</p> <p>The Chef/ Development Chef must have excellent culinary skills, a passion for innovation, great organisational skills and a working knowledge of Cashless Catering systems</p>
Duties and Responsibilities:	<p>Staff Management</p> <ul style="list-style-type: none"> • Maintains staff by recruiting, selecting, inducting and training employees, following the Trust's HR procedures at all times • Develops personal growth opportunities for all catering staff through regular Job Chats and completes an annual appraisal in conjunction with the Catering Contracts Manager • Maintains a quality service by enforcing quality and customer service standards <p>Meal Planning and Meal Provision</p> <ul style="list-style-type: none"> • Develop seasonal food offers and marketing initiatives to ensuring that we are on trend, innovative and consistent with the Trust's Food Policy • Assist with increasing sales/ meal numbers by fresh food innovation • Development of recipes to support the food offer and to achieve nutritional information, costings and allergen information • The Chef/ development Chef must have a sound knowledge and understanding of Government legislation on nutritional standards in schools

- Special attention must be given to Food Labelling on all pre packed ready to sell foods (Natasha's Law)
- Testing and consultation with pupils and school leadership of new recipe ideas should be undertaken
- Develop a function/hospitality menu
- Liaise with schools to ensure special dietary needs of pupils are catered for

Administration

- The Chef/ Development Chef is required to utilise the Cashless Catering System for financial reporting daily/weekly/monthly
- Work with Catering Management Software, inputting of recipes to achieve nutritional information, costings and allergen information
- Work with the Trust Finance Team to ensure that financial records for the catering operations are complete and accurate and correctly coded.
- Work collaboratively with the Trust Finance Team to ensure budget and cost targets are achieved and trading account information can be generated and reviewed
- The Chef/Development Chef is required to keep all catering staff training records and hygiene/cleaning checks monitored and up to date.
- The Chef/Development Chef will oversee the keeping of records of orders, invoices, receipts as per the Trust's Finance Policy and Procedures
- Advise the Finance Team of any new potential suppliers so that records can be updated and maintained
- Agree/review prices with the Catering Contracts Manager and the Finance Team.

Stock Control

- The Chef/ Development Chef will ensure all staff are directed to ensure stocks of food are ordered, deliveries checked and inspected on arrival for quantity, quality, temperature and condition, all stock to be rotated.
- Checking the stock at the end of each month and updating the closing stock figure and advising the Finance Team.
- Regular checking of supplier's prices is to be carried out to ensure that stock is purchased economically whilst maintaining a high level of quality within the agreed budget.
- Portion control in line with the School Food Standards is adhered to and regularly monitored
- Ensure that wastage is minimised and monitor menu choices and take up, revising menus or recipes as necessary

Equipment

The Chef/Development Chef will ensure;

- The correct and effective use of all catering equipment is instructed to all catering staff and training records for this are kept.

	<ul style="list-style-type: none"> • Equipment is cleaned daily and this is recorded on the daily cleaning rota. • Any maintenance issues are reported and documented on the Kitchen SNAG list. • Routine repairs should be reported to the Premises Manager and regular maintenance contract arrangements put in place and kept under review • Replacement equipment are to be recommended to the Catering Contracts Manager • Servicing and cleaning of equipment, surfaces, walls up to 6ft, floors etc in the kitchen and servery areas should be recorded and monitored, reporting any issues • Deliveries should be organised in accordance with school opening hours and the working hours of the Catering Team <p>Safety and Hygiene</p> <ul style="list-style-type: none"> • Under the Food Safety Act 1990 and the general Food Law Regulations 178/2020 you are responsible for ensuring that the food customers eat is safe and the quality is what customers expect. • Using/completing daily - Food Standards Agency – Safer Food - Better Business, ensure all legislation is satisfied at all times • All accidents to be reported to a first aider • Attend training courses as required • Assist with deliveries using a safe manual handling practice
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<p>General Duties:</p>	<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. • To be a trained first aider and fire marshal • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme
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<p>General Information:</p> <ul style="list-style-type: none"> • The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job. • All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. • Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

<p>Review:</p> <p>This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the mean expectations of the school in relation to the post-holder's professional responsibilities and duties.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>
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Signature:

Date:

