



# Bedales Schools

## Job Description

|                 |                              |
|-----------------|------------------------------|
| Job Holder:     | Vacant                       |
| Job Title:      | Dunhurst Head Chef / Manager |
| Responsible to: | Catering Manager             |
| School:         | Bedales Schools              |
| Department:     | Dunhurst Catering            |
| SCP:            |                              |
| Date:           | July 2010                    |

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### 1. Job Summary

- 1.1 Day to day management, organisation and control of the Catering service at Dunhurst/ Dunannie School. The role requires the essential skills of effective man-management, resourceful organisational skills to enable through team effort to achieve the standards of food preparation, cooking and presentation as defined by the Catering Manager and Deputy Catering Manager. The role is required to work within the agreed budget guidelines. The job holder is responsible for consistently demonstrating creativity, innovation and leadership qualities within a mass production kitchen environment.

### 2. Dimensions

- 2.1 Typical budget of £30,000 per term as advised by Catering Manager each term  
2.2 Task Manager for 6 full time staff  
2.3 In excess of 2,250 meals per week  
2.4 Events / Functions in excess of 10 per week

### 3. Principal Duties & Responsibilities

- 3.1 To ensure that food production is carried out in a planned and controlled manner, thus ensuring all menu items provided are within budget with responsibility for ordering food on a day-to-day basis.
- 3.2 Determine quantity of food to be purchased, through effective production planning and forecasting techniques and to be involved in creative menu compilation.



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- 3.3 To assist the Catering Manager and the Deputy Catering Manager with the implementation and maintenance of a cost modelling tool to accurately predict the cost of functions.
- 3.4 Setting nutrition standards with regard to food allergies and dietary requirements ensuring individual specific needs are met but with respect to the budget.
- 3.5 Verifying and ensuring all meals are correctly produced, garnished and presented to pre-defined standards throughout the serving period; and prepared to undertake remedial action during service if the meals are not to the Catering Managers standards.
- 3.6 Efficiency is paramount and the job holder is responsible for ensuring minimum wastage levels.
- 3.7 To maintain a high standard of food hygiene and safety within the kitchen at all times. This includes ensuring external areas are kept clean, free of litter and debris. Undertake regular daily hygiene and temperature checks of all fridges, freezers, food storage areas and food displays cabinet.
- 3.8 Report any defects in machinery or building fabric to the Catering Manager or facility department depending upon the severity of the problem.
- 3.9 Promote Catering Health and Safety standards at all times, ensuring risk assessments are carried out to protect the staff. To actively monitor the safe handling and storage of food, and advise staff accordingly, in conjunction with the Catering Manager.
- 3.10 Attend weekly meetings with Catering Management team and shift leaders to review the week's performance and to actively plan the following week's schedule.
- 3.11 Maintain accurate records of free issue costs and function costs, together with signed approval by the client for non- budgeted items.
- 3.12 Update spreadsheet with all invoice information including number, date received and supplier on a daily basis. Work towards improving standards for the Catering Department with the Catering Manager and document these.
- 3.13 Ensuring all staff are effectively utilised, to enable the smooth running of the kitchen and dining room at all times. To coordinate cover for days off, sickness and all additional catering requirements both during the day, evenings and weekend events. Overall accountable for the effective and maximum utilisation of labour and equipment.
- 3.14 Responsible for the delegation of the day to day shift management of the kitchen to shift leaders, whilst actively monitoring performance and to provide advice and encouragement where necessary.



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- 3.15 To proactively assist the Catering Manager and the Deputy Catering Manager in the welfare of staff and concerns of staff performance of all Dunhurst Catering staff at the earliest opportunity.
- 3.16 To ensure a flexible and helpful attitude is promoted amongst all staff and to ensure all additional catering requests, e.g. functions etc are planned, supervised and executed to the highest possible standard at all times. To actively plan and supervise all special function events which are requested by the Catering Manager.
- 3.17 To actively promote good working relationships amongst staff, and encourage excellence by setting standards for everyone, monitoring and providing constructive feedback to staff.

### 4. Experience

- 4.1 Experience of working within a mass / bulk catering environment, preparing and delivering a variety of meals within dedicated timeframe.
- 4.2 Deliverables that are undertaken with due care and pride.

### 5. Qualification / Training

- 5.1 NVQ Level 2 in Hospitality and Catering or equivalent

### 6. Knowledge / Skills

- 6.1 Effective organisational skills working under pressure and to tight deadlines
- 6.2 Adaptable to changing demands of the Schools on sometimes an hourly basis
- 6.3 Creativity and innovation essential to menu planning and presentation
- 6.4 Health & Safety knowledge and responsible for ensuring all H&S standards are maintained.
- 6.5 Knowledge and evidence of budget monitoring and reporting on a weekly / monthly / termly basis
- 6.6 Intermediate skills in Microsoft Word, Office, Excel

### 7. Support for the School

- 7.1 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.



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- 7.2 To contribute to the overall ethos, work, aims of the School.
- 7.3 Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils.
- 7.4 The School may amend the Employee's duties and responsibilities from time to time and may require the Employee to undertake other duties and responsibilities as are necessary to meet the needs of the School, its pupils, and the requirements of educational and pastoral standards of service and care.
- 7.5 This description is not intended to establish a total definition of the job, only an outline of the duties involved and the job holder will be expected to carry out all reasonable management instruction.

Received and accepted by the employee on .....  
(Please insert date)

Signed by ..... (Signature of employee)