

ADCOTE SCHOOL

JOB DESCRIPTION

POST: HEAD CHEF

RESPONSIBLE TO: The Bursar / Head Teacher / School SMT

STATUS: Permanent / Term Time Plus two weeks (35+6=41)

HOURS OF WORK: 40 hrs over 5 days in 7. Includes some weekend and evening work

RATE OF PAY: £11:25 / hr (£12.60 / hr Inc of Holiday pay)

SALARY: £20664 pa (40hrs x £12.60/hr x 41 weeks)

Adcote School has an excellent opportunity for an effective and innovative Head Chef to lead and develop our committed and friendly catering team. The kitchen is a busy facility where the focus is on delivering exceptional quality, fresh foods with outstanding customer service.

The role demands excellent craft skills, a commercial awareness of current eating trends amongst young people, strong administrative controls and an unquestionable 'lead by example' approach to exemplary customer service.

Working closely with the school staff, a flexible 'can-do' approach and the ability to deliver consistent excellence with a genuine smile, is essential.

Strong leadership and motivation skills are essential with an aptitude for budget management and administration will be required. Use of MS Excel & Word would be an advantage. Previous management experience is necessary as this is an important position where service standards must be exemplary.

Duties will include:

- Have the pupils welfare and enjoyment of their meals at the forefront of your working ethos
- Provide and maintain an excellent and efficient service for all areas under your control, following company values, policies and procedures
- Preparation and service of food and beverages using seasonal, fresh ingredients and working within the financial parameters of the school
- Establish and maintain effective working relationships with our school staff at all levels
- Management of a small team to ensure service excellence at all times
- Ensuring implementation and maintenance of all statutory and company standards of hygiene, food safety and health & safety including delivery of training
- Preparing quality food items and production of exciting, innovative menu's
- Ensuring that food is at the correct temperature and is attractive and tasty
- To ensure daily bookwork and temperature records are kept to required standards
- Ensure all equipment, refrigerators and storerooms are kept clean and tidy
- Ensures food and supply items are stored correctly
- Managing ordering and receiving of all food and supplies as required

- To make sure the kitchen and service areas are clean, tidy and well presented during opening times
- Setting up counter for service & serving, ensure that pupils and staff are served promptly during busy periods
- Leading and motivating the team
- Well organised approach to work
- Working and leading team to follow safe working practices at all times

Our ideal candidate will;

- Be a real 'foodie' with passion and enthusiasm for fresh food and great service
- Be driven by excellence and attention to detail
- Be both creative and innovative demonstrating being up to date with current food trends
- Be naturally outgoing and energetic with an ability to train and inspire
- Be financially astute and have an ability to work within targets
- Demonstrate confidence with a 'Can do' attitude

Health and Safety:

- Maintain a safe and positive working environment.
- Under the Health & Safety at Work Act a member of staff is required to take reasonable care for his/her own health and safety and abide by the School's Health & Safety policy.

This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the police.

CLOSING DATE FOR APPLICATIONS: 1st March 2019

In the first instance please contact the School Secretary on 01939 260202 for a Job Description and Application Form. Then complete and send in the application form and covering letter to:

Email: schoolsecretary@adcoteschool.co.uk

or The School Secretary,
 Adcote School,
 Little Ness,
 Shrewsbury
 SY4 2JY
 Tel: 01939 260202

www.adcoteschool.org.uk

The School reserves the right to appoint at any stage of the recruitment process.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.