

Relief House Chef

Package Description

Location: Repton School

Responsible to: Head of Catering

Contract Type: Permanent, Full Time, Term Time only, plus 288 Enterprise hours outside of term time.

Hours of work: 45 hours per week, 5 out of 7 days, term time only, with an additional 288 Enterprise hours outside of term time.

Salary: £31,392.50

Benefits: Employer Pension Scheme, free membership of Repton Sports Centre.

Job Introduction

An exciting opportunity has arisen for a reliable, conscientious and talented Chef to support the Head of Catering, Executive Chef and the wider onsite team across our 10 boarding houses and Preparatory School. You will be responsible for producing quality, healthy and appealing fayre for pupils within the House, with ages ranging from 3 to 18 years old.

If you are an experienced Chef and leader looking for a new challenge in a prestigious environment and you possess the skill, knowledge and qualities required to flourish in this role we would encourage your application.

This position is full time, 45 hours per week, term time only, with an additional 288 Enterprise hours to be worked outside of Term Time. For a detailed description of duties, please view the job description.

Please submit your application online by 6th November 2023.

Should you wish to complete an offline application form, or should you have any questions, please do not hesitate to contact a member of the HR team via HR@repton.org.uk.

Main Responsibilities

Role Overview

To support the Head of Catering and Executive Chef, deputising for the House Chef's and Preparatory Chef Manager, leading the catering team's in the provision of a first class catering service. Delivering high quality, fresh, nutritious, imaginative on trend, age-appropriate food that meets the needs of the pupils, visitors and staff within the parameters of a set budget.

Role Responsibilities

Chef Manager

The role of the Relief House Chef is responsible to the Head of Catering for the provision of a high quality, in house catering service. This is a hands on, proactive role that requires a passion for fresh, nutritious and seasonal cooking. The role will be demanding, but wide ranging and fulfilling for the successful candidate. It is likely that the Chef Manager will have previous experience managing and working within a medium sized team of kitchen staff. You will need to be an innovative chef, conscious of current trends in food and innovations and dietary requirements.

Managing Resources

- To work closely with the Head of Catering to provide best value without comprising quality of catering, food service and hospitality
- Working closely with the Head of Catering you will take the lead with menu compilation, recipes and be responsible for quality of food produced and the service.
- Ownership and management of kitchen and stores
- Budgetary control of all aspects of catering provisions relating to the preparatory school
- To accurately complete weekly expenditure reports and submit all necessary paperwork on a punctual basis to the Head of Catering.
- To ensure authorised food stock levels are maintained with monthly closing stock valuations.
- To ensure delivery notes/invoices are checked against orders/delivered items, signed for as accurate and any discrepancies are communicated immediately to the supplier.

Service Provision and Delivery

- Work closely with the Head of Catering, Executive Chef and House Masters & Matrons to ensure effective delivery of service.
- Proactively respond to service issues or escalations. Promptly resolve professionally.
- Proactively review the quantity and quality of all food & beverages offered within the Boarding Houses and Preparatory School across the School Day.
- To provide additional hospitality in the form of School functions & boarders Suppers and Dinners.
- To liaise with the Head of Catering and Executive Chef regarding menu planning where required
- To constantly strive to improve what we do, incorporating new & innovative age appropriate dishes.
- To understand modern cooking techniques, recipes & trends.
- To ensure that sufficient portions are prepared and available at the appropriate service times.
- To ensure that food is attractive and appealing to the end user of the catering provision.

Health and Safety/Compliance

- To ensure adherence to all procedures within the School's Health & Safety manual.
- To ensure compliance with the agreed health and safety policy and the completion of daily due diligence diary, adhering to COSHH regulations regarding food, equipment, materials and general safety.
- To ensure that the safe and efficient functionality of all kitchen equipment and report any defects to the Head of Catering.
- To ensure that all catering staff maintain a clean and hazard free kitchen and follow best practice on all aspects of food storage, preparation and service relating to customer health.
- To always ensure the security of catering areas, that storage areas are locked, and that the facility is secure out of hours.
- To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.
- To maintain level 3 food hygiene as a minimum, undertaking refresher training when required.

Other Responsibilities

- To operate within the ethos, culture, overall aims & policies of the School.
- Provision of induction training for new team members.

- To work flexibly and undertake when required other duties associated with supporting the needs of the school such as functions or Enterprise business as may reasonably be determined by the Head of Catering or Director of Facilities & Services.
- Any other duties as the School may reasonably request.

The Ideal Candidate

Person Specification

Relevant Prior Experience

- Experience in supervising a busy & diverse kitchen.
- Experience in preparing dishes from fresh locally sourced ingredients
- Experience in the delivery of high-volume quality, nutritious and well-balanced food.
- Knowledge of relevant Food Hygiene & Health & Safety Regulations.

Candidate Profile

- High energy, resilient, can-do attitude, proactive and flexible approach.
- Strong management skills.
- Keen to support staff and pupils, whilst working towards Repton's ethos & objectives.
- Confident verbal communicator, able to communicate effectively with professionals, staff, pupils and contractors.
- Well organised, used to working at pace.
- Care and attention, particularly for all aspects of food presentation & safety.