

<b>Job Title</b>	Assistant Chef (Chef de Partie)
<b>Job Family</b>	Catering Department, Facilities and Services
<b>Line Manager</b>	Hospitality Chef
<b>Key Stakeholders/Internal Customers</b>	Hospitality Manager, Head of Catering, Executive Chef, Domestic Bursar, Deputy Head Pastoral
<b>Hours</b>	40 Hours per week, 5 out of 7 days. 1 full weekend off in 3.  This is a term time only position (34 weeks), plus 288 Hours of Enterprise
<b>Holidays</b>	Your annual salary will include 5.6 week's paid holiday. You will be entitled to take as holiday any day that the school is not in session.
<b>Location</b>	Repton Senior School – Repton Sports Centre
<b>Benefits</b>	Employer Pension Scheme Sports Centre Membership
<b>Role Overview</b>	
To work as part of the catering team of the Hospitality/Central Catering Kitchen in the provision of a first-class catering service. Delivering high quality, fresh, nutritious, imaginative food that meets the needs of the pupils, visitors and staff within the parameters of set budget.	
<b>Role Outcomes</b>	<b>Key Performance Indicator(s)</b>
<b>Management &amp; Cooking</b> - To be part of the kitchen team in the delivery of excellent, fresh food, which is well prepared and presented at every occasion. Presentation and delivery of imaginative, well balanced and nutritious menus agreed in advance with the Head of Catering.	Menus and meals are varied, well planned, nutritious and appealing using fresh ingredients wherever possible Feedback from students & staff Compliance with EHO and Health & Safety legislation
<b>Service Design and Delivery</b> - The delivery and presentation of a quality catering product, which is managed efficiently, effectively and to the highest standards, meeting the broad expectations and requirements of our central catering provision.	Delivery vs SLA Feedback from internal stakeholders Cost management/effectiveness Quality of Service – review and feedback
<b>Compliance.</b> All catering operations, working practices and associated areas meet requirements for compliance, inspection, Environmental Health, H+S and all other relevant legislation. Relevant policies and protocols are in place, with supporting practices.	100% Compliance Policy/Practice
<b>Performance.</b> To support the senior sous chef to complete reports and records ready to be returned in a timely fashion to the Head of Catering for inspection & review. To proactively lead and oversee the catering team by participation in food preparation & service.	Team Feedback and weekly team meetings with the Head of Catering to review weekly performance Allocation of duties & rotas
<b>Budgetary Control.</b> Tight budgetary control is exercised in the allocation of duties and provision expenditure is monitored against budget.	Spend vs Budget Efficiency over time

## **Role Responsibilities**

### Assistant Chef - Chef de Partie

The role of Hospitality Chef is responsible to the Hospitality Manager, with support of the Head of Catering and Executive Chef, for the provision of a high quality, in house catering service for the Hospitality/Central Catering division of the school. 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 Hospitality Chef will have previous experience managing and working within a small team of kitchen staff. You will need to be an innovative chef, conscious of current trends in food and innovations and allergen/dietary requirements.

### Managing Resources

- To work closely with the Hospitality Manager, Head of Catering and Executive Chef to provide best value without comprising quality of catering, food service and hospitality.
- Working closely with the Hospitality Manager, Head of Catering and Executive Chef you will take the lead with menu compilation, recipes and be responsible for the quality of food produced and the service.
- Ownership and management of kitchen and stores.
- Budgetary control of all aspects of catering provisions from the Hospitality Kitchen
- 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 Hospitality Chef, Hospitality Manager, Head of Catering and Executive Chef to ensure effective delivery of service and provisions
- Proactively respond to service issues or escalations. Promptly and resolve professionally.
- Proactively review the quantity and quality of all food & beverages offered within the Sports Centre/Hospitality
- To provide additional hospitality in the form of Whole School functions & House Suppers and Dinners.
- To liaise with the Hospitality Chef and Hospitality Manager regarding menu planning.
- To constantly strive to improve what we do, incorporating new & innovative 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.
- To ensure that allergens are well managed in line with the schools Allergen policy and government guidelines. Complete Allergen training and undertake refresher training on an annual basis

#### 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, Hospitality Manager, Executive Chef or Domestic Bursar.
- Any other duties as the School may reasonably request.

#### **Person Specification**

##### Relevant Prior Experience

- Experience in working in 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

- Level 2 or 3 Professional Cookery Qualification
- Passionate about cooking, food and fresh produce
- A nice person, who can work alone or within a team
- High energy, resilient, can-do attitude, proactive and flexible approach
- 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

#### **Other Important Information**

##### Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

##### Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

### Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

### Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at <https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf>