

Job Title	Assistant Chef
Job Family	Catering Department, Facilities and Services
Line Manager	Senior House Chef
Key Stakeholders/Internal Customers	HsMs, Exec, Enterprise
Hours	6.30am-1.30pm Predominantly term time only position plus circa 12 days outside of term-time to assist with the clean up and clean down.
Holidays	You will be paid 5.6 weeks holiday within your annual salary and be able to take holiday when the School is not in session.
Location	Based primarily at a House Kitchen
Benefits	Employer Pension Scheme Sports Centre Membership
Role Overview	
To work as part of the catering team of a house 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.	
Role Outcomes	Key Performance Indicator(s)
Management & Cooking - 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
Service Design and Delivery - 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 boarding houses.	Delivery vs SLA Feedback from internal stakeholders Cost management/effectiveness Quality of Service – review and feedback
Compliance. 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
Performance. To support the senior 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 House Matrons to review weekly performance Allocation of duties & rotas
Budgetary Control. 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

The role of Assistant Chef is responsible to the Senior House Chef 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 Senior House Chef will have previous experience leading and working within a small team able to lead and drive change and establish a culture of continuous improvement. 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 Senior House Chef to provide best value without comprising quality of catering, food service and hospitality
- Working closely with the Senior House Chef 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 house
- 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 Senior House Chef to ensure effective delivery of service.
- Proactively respond to service issues or escalations. Promptly and resolve professionally.
- Proactively review the quantity and quality of all food & beverages offered within the boarding house across the School day.
- To provide additional hospitality in the form of School functions & House Suppers and Dinners.
- 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 Senior House Chef.

- 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.

Person Specification

Relevant Prior Experience

- Experience in managing a busy & diverse kitchen.
- Experience in the delivery of high-volume quality, nutritious and well-balanced food.
- Experience in maintaining budgets as set out by management.
- Knowledge of relevant Food Hygiene & Health & Safety Regulations.

Candidate Profile

- High energy, resilient, can-do attitude, proactive and flexible approach
- Strong leadership and hands on management skills
- Keen to support staff and pupils, whilst working towards the school'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/Repton Prep.

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>