

**HAZLEGROVE PREPARATORY SCHOOL**

# **JOB DESCRIPTION**

**Title of post**: **Chef**

**Relationships**: The post-holder is primarily responsible to the Head Chef, and through the Head Chef to the Catering Manager.

**Key Responsibilities**

* To prepare meals, salads etc as directed;
* To ensure that meals are prepared and presented to a high standard and are ready for service at the published times;
* To demonstrate a professional, courteous and friendly attitude towards pupils, staff and work colleagues;
* To assist in the service of meals where necessary, as directed, to the School’s standard and promote a friendly atmosphere;
* To be aware of stock rotation;
* To assist in food stocktaking;
* To assist in the training of staff and the supervision of standards;
* In conjunction with the Head Chef, to check and cost all planned menus as requested;
* To receive any training as is necessary to maintain standards in the Catering Department;
* To undertake all aspects of cleaning of equipment, furniture and fittings as required.

**Secondary Responsibilities**

* To immediately report any incidents of accident, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible;
* To assist with the preparation and production of requirements for special functions and events. Some of these events may occasionally occur outside working hours;
* To attend meetings and training courses, as may be necessary.

**Health and safety**

* Be fully conversant with the operation of kitchen appliances and equipment;
* Be fully aware of, and work within, the appropriate HACCP and COSHH regulations;
* Be fully aware about fire emergency procedures and fire muster points;
* Wear Personal Protective Equipment (PPE) at all times.

**Other**

The following duties are ones which all staff are required to perform:

* Observe health and safety procedures and work safely at all times;
* Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
* Hazlegrove Prep School, is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff at Hazlegrove are expected to understand and follow all of these policies and procedures as part of their professional responsibilities.
* The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.
* Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the school in line with School procedures.