

JOB DESCRIPTION: CHEF

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose: To work with the Catering Team preparing, cooking and serving all meals to an exceptional standard, creating exciting menus using fresh ingredients, ensuring all dietary requirements are met.

Immediately responsible to: Catering Manager

Responsible for: N/A

Hours of work: 40hrs per week, worked on a shift rota:

Week 1 - 6.30am to 2.30pm, **Week 2** - 10.30am to 6.30pm.

Plus Saturdays 6.30am – 1.30pm on a rota basis when the School is in session (approx. 10 Saturdays per annum).

Hours worked during School Term time (approx. 33 weeks per annum) (to include working days prior to the return and after the departure of pupils as may be necessary for the proper performance of your duties).

Commencement date: September/October 2026

Notice period: One calendar month

Overview

To be responsible for the preparation, cooking, presentation and serving of all meals to an exceptional standard. To work proactively under the direction of the Catering Manager to create exciting menus using fresh ingredients ensuring all dietary requirements are met.

The aim of all such support staff is to work collaboratively to meet the needs of teaching staff and pupils ensuring the better performance of the School. To contribute to the environment of high standards, good manners and excellent service at which the School aims.

Key Tasks

- To prepare, cook and appropriately present meals and buffets for pupils, staff and special functions as required.

- To ensure routine day to day cleaning of kitchen equipment, work surfaces, kitchen floors and storage areas, as directed by the Catering Manager.
- To ensure the waste is controlled with regard to preparation and cooking.
- To maintain the highest standards of health, hygiene and safety.
- To manage and control all food, to include; receiving and checking stock, checking equipment and materials are used correctly, closely monitoring portion control.
- To ensure that routine data is collected as required and that all daily checks, including temperature control during production, preparation, service and storage are carried out properly.
- To immediately report all accidents, near misses, damage or breakages to the Catering Manager.
- To actively assist in ensuring a five star food hygiene rating.
- To ensure that the Catering Department is opening and closed at the required times and secured when not in use.
- To undertake any other tasks appropriate with the duties and responsibilities of the post.
- To attend any relevant training sessions to ensure that you are fully equipped to perform your role effectively.
- To comply with any reasonable request from the Catering Manager to undertake work of a similar level that is not specified in this job description.

General

- All staff are responsible for the safeguarding of children in line with the School's *Child Protection and Safeguarding Policy* and other associated documents.

Knowledge, Skills and Experience Required

Essential

- Experience of working within a food environment.
- To have a full knowledge and understanding of all food standards required for working in a kitchen, including food safety and allergens.
- Excellent social and verbal communication skills.
- Approachable and flexible with a common sense approach.
- Must be able to work on own initiative and with the ability to work without direct supervision.
- A robust and resilient nature, coupled with a capability to work and remain calm under pressure.
- The ability to organise workload, plan ahead and multi-task.
- An effective team member, able to work flexibly and with a positive attitude.
- Reliable with excellent time management.
- A positive approach to learning in role and identifying personal training needs as appropriate; the School is willing to support learning as required on a mutually agreed basis.
- A commitment to delivering the highest standards of work, with the ability to follow instructions.
- To be an appropriate role model of reliability, behaviour and appearance.
- Physical capability to meet the demands of the role, which will include manual work.

- A full and active commitment to the welfare and safeguarding of children and young people – pastoral care has a high priority in the School and, as with all staff, the successful candidate will be highly committed to this aspect of the job.

Desirable

- NVQ level 2 in Catering & Hospitality.
- Experience of delivering a Catering service in a high volume environment.
- Certificate in food hygiene training.
- An awareness of child protection and safeguarding procedures.

Note

This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.

Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.