

**MATRIX ACADEMY TRUST**  
**Job Description –Head Chef**

Arrangement	Full Time - 37 Hours Per Week Term Time Only
Salary:	Scale Group 10 Spine Points 37 - 40
Main Purpose:	The School has a busy kitchen which caters for pupils, staff and visitors as well as other functions and events. In essence the kitchen is operational for at least 39 weeks of the year. The Head Chef is responsible to the Headteacher. The Head Chef will oversee the smooth running of the school's kitchen, meal production and hygiene within the kitchen.
Main Activities:	<p><b>Meal Planning and Meal Provision</b></p> <ul style="list-style-type: none"> <li>• It is the School policy to produce as much food as possible in-house. Menu planning, which must be undertaken to ensure that meals of optimum nutritional value for growing children are provided continually, but with sufficient variety to maintain popularity.</li> <li>• All menus must adhere to government legislation and guidelines.</li> <li>• Menus are to be prepared at least three weeks in advance of start date so that they can be issued at least one week in advance. Nutritional needs at Exam times to be taken account of.</li> <li>• Healthy meals and snacks are to be provided each day of the week, Monday to Friday, i.e. breakfast (break time) and lunch.</li> <li>• The main course at lunch should include a choice of at least two hot dishes with vegetables/sides and a vegetarian option, followed by a choice of at least two puddings. Menus should take into account the diversity of nationalities amongst consumers at the School.</li> <li>• Special dietary requirements are to be catered for, e.g., vegetarian meals and those suffering from allergies.</li> <li>• Testing and consultation with the pupils of new menu ideas should be undertaken.</li> <li>• Liaison with Leadership for catering for special functions is required.</li> <li>• Catering will also be required for governor's meetings and other events and functions.</li> <li>• Special attention should be given to the correct labelling of certain foods, e.g. 'This dish contains nuts/wheat' providing the correct allergen information.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• The Head Chef is required to keep a record of orders, receipts, returns and issues in a form capable of being audited.</li> </ul> <p><b>Stock Control</b></p> <ul style="list-style-type: none"> <li>• Stocks of food are to be ordered, deliveries checked and inspected on arrival for quantity and condition, adequately secured, rotated and issued by the Head Chef.</li> </ul>

- Overseeing the checking of stocks in the store formally at the end of each monthly accounting period, and the maintenance of an up to date record of stocks.
- Regular checking of suppliers' prices is to be carried out to ensure that stock is purchased economically whilst maintaining a high level of quality within the agreed budget.
- Portion control is to be carried out by initial instruction to dining room staff, and by subsequent regular monitoring.

### **Staff Management**

- The Head Chef is responsible for the direction and control of all kitchen and dining room staff.
- The morale of staff is to be promoted by good management which combines discipline with understanding and praise where it is due. The welfare of the staff is to be given proper consideration and difficulties or disputes should be discussed with the Headteacher for resolution if necessary.
- High standards of performance are expected at all times. To promote this, the Head Chef should identify staff training needs and liaise with the Headteacher with regard to provision.
- The Head Chef is responsible for carrying out short weekly Staff Meetings.

### **Accounting**

- The Head Chef will oversee the keeping of records of orders, receipts, returns and issues in a form which is capable of ready audit.
- Close liaison with the Finance Officer is required.

### **Equipment**

The Head Chef will ensure:

- The effective use of the catering equipment provided, and for its daily cleaning and maintenance. Routine repairs should be reported to the Head Caretaker, major repairs should be reported to the Site Staff. Replacements are to be recommended to the Headteacher for consideration.

### **Safety and Hygiene**

- The Health and Safety of staff at work is of paramount importance, and the requirements of the 1974 Health and Safety at Work Act and other ancillary legislation are to be satisfied at all times.
- Standards of hygiene are to be exemplary and there should be frequent checks on the personal hygiene of kitchen and dining room staff, with particular reference to hands and nails.

	<ul style="list-style-type: none"> <li>• The kitchen area must be kept clean at all times, and the dining room checked frequently.</li> <li>• All accidents must be reported to a first aider and the Accident Book completed is maintained at all times.</li> </ul>
	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required</li> <li>• To attend first aid training as required</li> <li>• To attend other training courses as required</li> <li>• Any other duty as deemed appropriate to the post by the Headteacher.</li> </ul>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

**MATRIX ACADEMY TRUST**

## Person Specification – Head Chef

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
<b>Qualifications</b>		
Relevant catering NVQ or equivalent qualification	E	A
Adequate level of literacy and numeracy (GCSE in English & Maths)	E	A
First Aid Qualification or willing to undertake training	E	A
Hold a valid food hygiene qualification	E	A
<b>Experience and Knowledge</b>		
Experience of preparing, cooking and serving of food within a large catering operation e.g. school, large restaurant	E	A/I
Experience of manual handling procedures	E	I
Knowledge of Natasha's Law (2021) and other relevant food hygiene standards	E	A/I/S
Experience in supervision and management	E	A/I/S
Experience creating menus, ordering and stock control, food costings and general administration duties	E	A/I/S
General knowledge and experience of using IT systems for admin duties, ordering stock etc.	E	A/I/S
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Able to complete all physical requirements of the role e.g. lifting catering equipment, standing for long periods of time	E	A/I
Able to adhere to health and safety regulations	E	A/I
Able to apply health and safety hygiene procedures	E	
Able to manage the kitchen within budget constraints	E	A/I
Ability to lead a team of employees	E	A/I
Ability to work independently using own initiative	E	A/I
The ability and willingness to do additional hours as and when required	E	A/I
Dependable and reliable	E	A/I
Confidence in being responsible for staff and facilities	E	A/I
Committed to the provision and improvement of quality service provision	E	A/I
An ability to provide high levels of customer care at all times	E	A/I
Excellent inter-personal skills, with both children and adults	E	A/I/S
Good time-management and organisational skills	E	A/I/S

*Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).*