



## Job Description

### Chef

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to Haberdashers' Monmouth Schools. Your Job Description should be reviewed every two years as part of the Appraisal Process.

**Working Hours:** 37½ hours per week, 5 out of 7 days including 1 weekend in 5 on a shift pattern throughout the year

**Responsible to:** The Bursar through the Catering Manager and Deputy Catering Manager

#### Summary of the Role:

To provide quality meals within a healthy and hygienic environment.

#### Main Duties and responsibilities

1. To provide quality meals and beverages promptly and at the School's required times and standards.
2. To provide for and assist with special functions as required.
3. To comply with current recognised catering standards for all methods of preparation and presentation.
4. To adhere to all health and safety and hygiene regulations and guidelines.
5. To assist with the receiving and checking of deliveries as required.
6. To maintain a very high standard of cleanliness within the kitchen and dining room.
7. To ensure the security of all stock, equipment and utensils.
8. To take all necessary action in dealing with and reporting complaints, accidents, fire, loss, theft, damage, unfit food or any other irregularities.
9. To undertake such training and attend such meetings as required.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



## Person Specification

### Chef

<i>Essential</i>	<i>Desirable</i>
<b>Qualifications</b>	
	<ul style="list-style-type: none"><li>• NVQ, 706 2 or equivalent</li><li>• Minimum 2 GCSEs, Grade C or equivalent</li><li>• Health &amp; Hygiene Certificate</li></ul>
<b>Experience</b>	
<ul style="list-style-type: none"><li>• Previous catering work or customer service related employment</li></ul>	
<b>Skills</b>	
<ul style="list-style-type: none"><li>• Good Interpersonal skills</li><li>• Ability to work independently and as part of a team</li><li>• Ability to work accurately with attention to detail</li></ul>	
<b>Personal Attributes</b>	
<ul style="list-style-type: none"><li>• Calm under pressure</li><li>• Takes pride in their work</li></ul>	
<b>Other Factors</b>	
<ul style="list-style-type: none"><li>• Flexible approach</li><li>• Willingness to undertake additional training (on occasion outside normal working hours)</li></ul>	



# Haberdashers' Monmouth Schools

## **Package**

- Salary:** Haberdashers' Monmouth Schools Support Staff Pay Scale Band 2-3 points 5 – 12, £16,770 per annum to £19,890 per annum (over 18s) depending upon experience
- Holidays:** 4 weeks paid holiday per annum (during normal school holidays), rising to 5 weeks after 2 years and 6 weeks after 5 years pro rata
- Pension:** The School operates a contributory money purchase scheme subject to fulfilling qualifying criteria

## **Applications**

Applications must be made on an official application form but may include a full CV. Please return your completed application form by email to: [recruitment@habsmonmouth.org](mailto:recruitment@habsmonmouth.org) or, if returning your application by post, please clearly mark your envelope "Job Application" and send it to:

Miss M Boulton  
HR Administration Manager  
c/o Monmouth School for Girls  
Hereford Road  
Monmouth  
NP25 5XT

***The closing date for applications is 9am, Tuesday 12th March 2019***