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 on a shift pattern including 1 weekend in 4

Responsible to: The Bursar through the 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

Essential	*Desirable*
Qualifications	
	• NVQ, 706 2 or equivalent • Minimum 2 GCSEs, Grade C or equivalent • Health & Hygiene Certificate
Experience	
• Previous catering work or customer service related employment	
Skills	
• Good Interpersonal skills • Ability to work independently and as part of a team • Ability to work accurately with attention to detail	
Personal Attributes	
• Calm under pressure • Takes pride in their work	
Other Factors	
• Flexible approach • Willingness to undertake additional training (on occasion outside normal working hours)	