



CHAFYN GROVE SCHOOL JOB DESCRIPTION

Job Title:	Part-Time Breakfast Chef
Department:	Catering Department
Responsible To:	Catering Manager
Responsible For:	Catering Assistants
Hours:	6am – 9am (9 hours per week), term time plus 5 days deep cleaning and 6 inset days per annum

Key Responsibilities

To be responsible for the preparation and cooking of breakfast.

Food Preparation / Cooking

- 1) To prepare and serve breakfast to the high standard required and on time and to liaise with boarding house staff as required.
- 2) As required, assist the Head Chef or Catering Manager with the preparation and cooking of lunch, where required.
- 3) To provide a well-balanced and nutritional catering service taking into account dietary/ allergy requirements for pupils and duty staff.
- 4) To supervise and assist with the cleaning and clearing away and to ensure that this is completed by the end of your shift.
- 5) Ensure that all deliveries are promptly put away, with assistance from the Catering Assistants and record all delivery temperatures for chilled and frozen food.
- 6) Provide effective line management supervision of the Catering Assistants in the absence of the Catering Manager or Head Chef and to report any issues to the Catering Manager.
- 7) Deputise for the Catering Manager or Head Chef for the cooking of lunch, if required as agreed.
- 8) To contribute to the deep cleaning of the kitchen on the dates agreed with the Catering Manager.

Food Hygiene/ Health and Safety

- 9) Be fully conversant with the operation of all kitchen appliances and equipment.
- 10) Be fully aware of the appropriate COSHH and health and safety regulations.
- 11) Be fully aware about fire emergency procedures.
- 12) To ensure that a high level of hygiene is maintained by all staff in the kitchen at all times and that protective clothing is worn at all time.
- 13) Ensure a record is maintained on a daily basis or the temperatures of:
 - I. The main refrigerator
 - II. All freezers
 - III. All protein cooked foods including marking up a sample for each meal.

- 14) To comply with all legal hygiene requirements in the food preparation and service areas at all times.
- 15) Complete all relevant daily checklists and food diaries as required by Safer Food, Better Business and environmental health requirements.
- 16) Ensure that any out of date food items are disposed of on a daily basis and ensure stock rotation.
- 17) Ensure that all perishable food in the walk in fridge are correctly stored and labelled.
- 18) Report to the Catering Manager, any equipment that requires replacement or repair.

General Duties

- 19) Ensure that the safety and welfare of the pupils is paramount. Follow rigorously the advice given by the DSL (Designated Safeguarding Leader) and the instructions in the Chafyn Grove Safeguarding Policy.
- 20) Contribute to the overall ethos, mission and aims of the School.
- 21) To attend all school inset days and training.
- 22) To comply with the school's code of conduct agreement and interaction with pupil's policy.
- 23) Uphold the School policies and rules.
- 24) Appreciate and support the roles of other professionals and teachers'.
- 25) Attend and participate in relevant updates and meetings, as required.
- 26) Work in a co-operative, diplomatic and flexible manner.
- 27) To participate and support the School's appraisal of employees.
- 28) Undertake any duties or activities as reasonably required by your line manager and contribute to the fuller life of Chafyn Grove School according to the normal expectation and tradition of an independent school.

Breaks

A 20 minute paid rest break will be permitted when working over 6 hours as per the Working Time Directive 1998, as instructed by your line manager and avoiding busy mealtime periods. No rest break is applicable for this role.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.