

## Job Description

### Post: Head Chef

#### Purpose

To challenge educational and social disadvantage by leading a healthy kitchen brigade and front of house team in order to achieve the highest possible standards and prepare all our students to lead successful lives.

#### Duties and Responsibilities

- Assist group catering management to consistently deliver the highest standard of food offering to students, staff, parents and visitors within pre-agreed budget.
- In conjunction with group catering management, develop a food offering within the Trust that promotes and encourages healthy eating habits through innovative, seasonal menu planning.
- Accurately manage portion sizes and food production to minimise wastage within budgetary parameters.
- Be the academy's lead chef, cooking for all services.
- Encourage input from catering team members and customers to develop a seasonally adjusted menu of varied and interesting dishes, incorporating seasonal produce suitable for the age range to which they will be served.
- Produce as many dishes as possible using modern cooking techniques and fresh ingredients, using frozen or pre-prepared food only as a secondary back-up alternative.
- Understand customer needs and requirements, striving to exceed them each day.
- Assist with the training, development and motivation of the kitchen and catering team.
- Promote efficiency, budget awareness and academy values.
- Demonstrate a positive working manner with an enthusiastic, committed and flexible attitude to effective teamwork.
- Ensure food stocks are kept to the appropriate level, raising purchase orders, placing orders with suppliers and processing purchase ledger invoices.
- Ensure deliveries and stock are stored correctly and rotated as per HACCP guidelines, adhering to manual handling procedures at all times
- Manage effective communication between the front of house and back room staff.
- Support the academy with food-related co-curricular activities.
- Engage fully in the Trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the Trust's / academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***