



# PINEWOOD

*Est. 1875*

## JOB SPECIFICATION

### CHEF

**Line Managers:** Head Chef & Domestic Manager

#### **Salary Scale:**

Depending on qualifications and experience the salary paid will be **up to £11** per hour.

This equates to an actual salary based on the hours to be worked as detailed below of **up to £19,393**.

The full-time equivalent salary for 52 weeks work would be up to £24,596.

#### **Paid Hours per week:**

43 hours per week during term-time plus 2 weeks during the school holidays at times to be agreed with the Head Chef.

Hours worked will usually be 8 hours per day Monday to Friday plus some additional evening and weekend work as required.

Hours of work will need to be flexible between 6am to 7.30pm to ensure food service times are adequately staffed (i.e. a morning shift of 6.30am – 2.30pm on some days and an evening shift of 11.30am – 7.30pm on other days). No split shifts are required.

**In total 37 paid weeks of work per year plus 4 weeks of paid holiday to be taken during the school holidays (total of 41 weeks).**

**The remaining 11 weeks per year are unpaid leave during the school holidays.**

**Holiday Entitlement:** 4 weeks paid holiday to be taken during the School holidays.

**Notice period:** 1 month

**General description of job:**

To work within the catering team to prepare, cook, present and clear food for both pupils and staff.

**Main Tasks:**

- Preparation of hot and cold food to menu specifications and within the budgets set.
- Apply appropriate standards of hygiene and cleanliness to cooking and working environments.
- Assist with the delivery and service of prepared food to pupils, staff, parents & Governors.
- Work with other members of the Catering Team to support each other.
- Assist with preparation, cooking and service of food for special functions.
- Check deliveries and assist in stocktaking.
- Ensure all kitchen, servery, work areas and surfaces are cleaned after use and on a daily basis.
- Clearing and cleaning of kitchens and pantries as required.
- Adhere to and record all appropriate temperature records and cleaning schedules in accordance with Pinewoods HACCP policies and procedures.
- Apply health and safety and food hygiene standards including HACCP.
- Keep up to date with food safety standards legislation, updates and trends and share information as appropriate.
- Follow set procedures for the monitoring and delivery of food for pupils with allergies / intolerances.
- Reasonable additional duties defined by the Head Chef and Domestic Manager.

**Safeguarding of Children**

- All staff are responsible for the safeguarding and wellbeing of children in line with the School's Safeguarding (Child Protection) Policy.

**Essential competencies:**

- Appropriate catering qualification or comparable experience.
- Enthusiasm, energy and commitment.
- Good punctuality and attendance record.
- Good team player.
- Flexibility to work some evenings and weekends.
- A genuine love of cooking and cuisine.
- Understanding of the importance of Health & Safety and food hygiene guidelines.

**Desirable competencies:**

- Prior experience of working within a busy kitchen.
- Experience in pastry and / or baking.
- Food Hygiene Level 2.
- Understanding of allergy / food intolerance guidelines.

**Employee Benefits include:**

- Complementary coffee and tea during the working day during term-time.
- Complementary meals as provided to the children during term-time.
- Free car parking on site.

**New Kitchen & Servery Facilities**

An extensive renovation and expansion of the Kitchen, Servery and wash up areas opened for service in September 2018 making this is a very exciting time to join the Catering Department. There are opportunities to bring fresh ideas and innovation to the menus both for the daily food provided to pupils and staff and also for the regular hospitality events which the school hosts.

*Pinewood School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*