



JOB DESCRIPTION

Job Title:	HEAD CHEF
Location:	Wisbech Grammar School
Reporting to:	Catering Manager
Direct Reports:	None
Safeguarding:	Wisbech Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS)
Hours of Work:	This is a 35-week per annum contract. Working hours are 40 hours per week over 5 days per week. The working day will be between the hours of 7:00 – 7:30 to 15:00 – 15:30, however, there will be times when these starts may be flexible to accommodate functions and events. You may be required to work some evenings and weekends in line with the needs of the business. You are expected to work the hours that are necessary to fulfil your responsibilities and meet the needs of the School.
Holidays:	This is a term time plus two-week contract. The additional days/hours to be worked as needed and required to suit the needs of Wisbech Grammar School.
Probationary Period:	In accordance with School policy, this appointment will be subject to a six-month probationary period.
Medical Report:	The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the School. Please note that all School buildings operate a no-smoking policy.
Pension/Benefits:	Wisbech Grammar School provides a Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution. Childcare voucher scheme is available and fee discounts for your dependent children.



Principle Role

The production and organisation of the food and beverage services at school while meeting customer expectations, food and hygiene standards

To successfully manage the delivery of the highest possible standards of food and service to pupils, staff and customers at all services at all times

To continuously develop the catering service at school through the introduction of innovation and interest, being mindful that all innovation must be to the benefit of the health and well-being of the pupils and the promotion of a healthy well-balanced lifestyle.

Main Responsibilities

- Be the lead chef when catering for breakfast, morning break and lunch service.
- Draw up a three-weekly cycle of varied and interesting menus on a termly basis that incorporate seasonal produce and that are suitable for 3-18-year-old pupils. Ensure that the correct age appropriate portion sizes are served.
- Ensure that all special diets are catered for and to brief the catering team on allergens before every service.
- Ensure that the kitchen attains 5 stars in every EHO inspection.
- Ensure that temperature records including core food temperatures are recorded daily, and cleaning schedules are adhered to.
- Cost ALL menu items within these menus ensuring that they fall within budgetary targets
- Create individual menus for specific hospitality events
- Order all items required for the production of these menus as well as other expense items (e.g., kitchen cleaning material and disposables)
- Cost, on the day of production (pre-costing), before being served, all main course dishes and high-cost items to ensure that they are affordable within the budgetary targets. Re-cost the main course dishes after the service (post-cost) to gain the actual cost per portion achieved. Alter future menus accordingly
- Keep a record of all kitchen (not plate) wastage and cost this wastage at the end of each week. Calculate the percentage wasted to total food consumption monthly (target 5%)
- Instruct the production of as many dishes as possible from fresh ingredients, only using frozen or pre-prepared as a secondary back-up alternative rather than a first choice option. The target of fresh produce to frozen/pre-prepared is 85%/15%

Operational

- Establish systems and procedures in all operational areas under your control to monitor, maintain and improve upon the standards of the product and service as agreed.
- Interact with customers at every service period ensuring that the service is running smoothly and that the customers are happy with the service they are receiving.
- Design a set of pre-service checklists to ensure that all areas, whether within the main dining hall or at a function, are fully sourced and ready for the service to commence.
- Promote exceptional standards of customer service, ensuring that all services, whether core feeding or hospitality, operate in a friendly, smooth and efficient manner at all times.
- Ensure with that all members of the kitchen team are aware of their duties throughout the day, especially during service periods, and that the kitchen team work very closely together during these periods to ensure that they run as smoothly as possible



	Essential	Desirable
Skills & abilities	<ul style="list-style-type: none"> • Good people management skills. • Ability to communicate verbally and in writing at all levels (staff, teachers, parents, pupils). • Ability to delegate. • Ability to prioritise and organise both own and other people's workload. • Ability to constantly motivate a team. • Reliable and excellent time manager. • Willingness to learn. • Ability to accept and manage change. • Confident. • Highly motivated with a drive to introduce continuous improvement. • A good team leader and member. • An innovator with a creative flair. • Passionate about food and service. • Up to date with modern food trends. • Networks with other Chefs from all types of outlet. • Keen attention to detail. • Friendly approachable disposition. • Flexible; prepared to respond to requests at short notice. • Smart and well presented at all times. 	<ul style="list-style-type: none"> • Experience of managing a team of 8+ employees. • Previous culinary competition experience. • Experience in launching projects or new services. • Commitment and enthusiasm for environmental issues. • Retains links with the local Culinary College. • Passionate to pass on own knowledge to others. • Member of a Culinary institution such as the; Craft Guild of Chefs or HCIMA/Institute of Hospitality.
Experience	<ul style="list-style-type: none"> • A minimum of three years as a Head Chef managing a small team within an academic environment. • Strong and demonstrable experience in providing first class customer care. • A working knowledge of bookwork, stock management or financial IT packages. 	<ul style="list-style-type: none"> • A minimum of five years as a Head Chef within an academic environment • A diverse career portfolio to include culinary experience.



WISBECH

GRAMMAR SCHOOL

Qualifications / Knowledge	<ul style="list-style-type: none">• Intermediate Food Hygiene and Safety certificate.• City & Guilds 706/1 & 2 or NVQ Level 3 in Catering or equivalent• Full clean driving licence.• Educated to GCSE standard (or equivalent) including English and Mathematics with high standard of literacy and numeracy.	<ul style="list-style-type: none">• Educated to A Level standard or equivalent with two passes.• Royal Institute of Public Health Diploma in Food Hygiene and Safety.• Certificate in First Aid.
Equality	<ul style="list-style-type: none">• Understanding of, acceptance and commitment to the principles underlying equal opportunities.	
Customer Care	<ul style="list-style-type: none">• Knowledge and understanding of customer care and commitment of excellent customer care throughout the school.	