



Westbourne
House School
CHICHESTER

JOB DESCRIPTION

CHEF

- Responsible for:** Undertaking the preparation and serving of the highest possible standard of food to pupils, staff, parents and visitors, as well as catering for functions and events across the School.
- Consulting with:** All colleagues
- Reporting to:** Chef Manager

Duties and Responsibilities:

- To be a hands-on chef, ensuring a smooth, seamless service is provided
- To prepare food to an exceptionally high standard
- To assist with the monitoring of food production and wastage
- To provide supervision to other staff working within the kitchen as required
- To liaise effectively with all the Supervisors and Chefs in the catering team to establish good communication, share best practice and ensure the department delivers the required level of service at all times
- To work with all catering staff and undertake such duties in the kitchen/service areas, as required, to ensure an efficient and effective service is delivered at all times
- To help with special functions that take place in the school
- To receive stock and check quality and quantity against the delivery note/invoice. To put deliveries of stock away ensuring that all stock is dated and rotated appropriately
- To ensure that all kitchen and ancillary areas are kept spotlessly clean and tidy
- To report any faults to the Chef Manager
- To adhere to all statutory regulations relating to Food Safety, Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH.

Generic:

- Attend all statutory training that is required to work within a School.

- Be sympathetic to the school's aims and ethos.
- Westbourne House uses the High Performance Learning philosophy to guide all pupils in becoming good learners. The school believes that all pupils have the potential to perform at the highest level regardless of their current performance level. The Advanced Cognitive Performance Characteristics (ACPs) and Values, Attitudes and Attributes (VAAs) of HPL are the "thinking" and "behaviour" characteristic and these are delivered specifically and systematically throughout the curriculum.
- Take part in the school appraisal system.
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description.
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

Safeguarding

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.