

## JOB DESCRIPTION

### Junior Sous Chef

#### Job description

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.

<b>Organisational Information:</b>	Reporting to:	Head Chef
<b>Summary of the role:</b>	<p>To play a key role in our busy catering department which provides quality fresh food 7 days a week to over 450 children and staff. The Junior Sous Chef will be responsible for supporting the Head Chef/Sous Chef with the day to day running of the kitchen, ensuring compliance with Health, Safety and Food Hygiene regulations. You must be able to work on your own initiative but also be a good team player. The role is term time only and the candidate will be expected to work a shift rota.</p>	
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Assist in the smooth running of the kitchen</li> <li>• To maintain food hygiene, service and presentation</li> <li>• To aid with menu planning incorporating seasonal produce</li> <li>• To make sure that food safety/ quality records are up to date and maintained</li> <li>• Ensure compliance with dietary and religious requirements required for a diverse pool of pupils, staff and visitors</li> <li>• Help with hospitality functions</li> <li>• To have a good knowledge and understanding of dietary requirements and allergens</li> <li>• Ensure the correct labelling of certain foods such as those containing allergens.</li> <li>• Help to deliver food to various departments and areas around the School</li> <li>• General kitchen and dining room duties to include service and washing areas</li> <li>• Ensure cleanliness of kitchen and all associated equipment with high levels of health and safety standards</li> </ul>	

	<ul style="list-style-type: none"> <li>• Away equipment/food items adhering to HACCP when cleaning and using equipment</li> <li>• Apply first in first out (fifo) when checking and storing food items and Record details</li> <li>• To deputise for the Sous Chef during periods of absence.</li> <li>• Any other duties commensurate with this position and as directed by the Head Chef</li> </ul>
<b>Terms &amp; Conditions</b>	All other terms and conditions are those as referred to in your letter of appointment and contract.
<b>Safeguarding</b>	<p>The posts holder’s responsibility for promoting and safeguarding the welfare of children and for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school’s Safeguarding and other policies at all times.</p> <p>If in the course of carrying out these duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school’s Designated Safeguarding Lead (DSL) or to the Head immediately.</p>

**Person Specification:**

Experience of managing a team in a quality food establishment

Previous experience of working in a high-pressured kitchen environment

Having worked in a senior kitchen role

Excellent communication and organisational skills

Excellent interpersonal skills

Ability to work on own initiative and make appropriate decisions

Proven leadership and teamwork skills

Proven customer care skills

Able to innovate

Evidence of good financial management

To understand and implement quality processes