


Job Description

	Job Title	Chef de Partie (Sc2)
	School	South Harringay Primary School
	Location	Haringey
	Grade	Salary: Scale 1 (Point 2) 18.75 hours per week - 39 weeks + 6 Holiday Weeks Monday – Friday 10.15 to 14.00
	Conditions	18.75 hours per week 10.15-14.00 x 5 days per week
	Reports to	<i>Head Chef - Executive chef - Business Leader - Headteacher</i>
	Responsibility	N/A

1. Job Purpose:

(Summary of the overall purpose of the job)

- 1.1 To work with the team to prepare and serve fresh, interesting, and nutritious school meals daily.
- 1.2 To assist the head chef in whatever task he reasonably assigns to you, and to do it to the best of your ability.
- 1.3 To maintain high standards of cleanliness and hygiene in the kitchen area at all times.
- 1.4 To be personable and approachable to the school pupils at all times.

2. Principal Accountabilities and Responsibilities:

(Indicate the main accountabilities, responsibilities and expected outcomes (8-10 bullets should be sufficient)).

2. Food preparation:

- 2.1 Support the chefs in food prep when necessary.
- 2.2 Work in a safe and hygienic manner at all times.
- 2.3 Support the chef on duty during the service hours.
- 2.4 Support the School's emphasis on pupils' health and wellbeing.
- 2.5 Support projects such as a herb garden on the school site and food recycling projects
- 2.6 On occasion, and with agreement, to assist in food preparation for special events, which may be outside normal hours.

3. Deliveries/ kitchen stock
 - 3.1 Ensure that deliveries are put away in stock rotation.
 - 3.2 Assisting the chef on duty to undertake stock taking monthly, maintaining food stock levels and checking of dates.
 - 3.3 Assisting the chef on duty in Monitoring and ordering sufficient stock/ingredients within budget in accordance with weekly menus.
 - 3.4 Check supplier delivery notes against orders and report discrepancies.
4. Cleaning:
 - 4.1 Wipe any spillage or dirt in fridges.
 - 4.2 Make sure all food items are labelled and in date.
 - 4.3 Check dry stores for opened items and that nothing is placed on the floor.
 - 4.4 Fill sinks ready both at 9am and at 11.30am for wash as you go.
 - 4.5 Make sure that the washing section is tidy and everything is sacked
 - 4.6 Clean down at the end of the day with care and attention
5. Health, safety, and hygiene:
 - 5.1 Ensure crockery, cutlery, serving utensils, workstations and all other catering equipment is clean and maintained in good condition.
 - 5.2 Take all necessary steps to ensure security of kitchen supplies and equipment.
 - 5.3 Ensure sufficient cleaning supplies and equipment are available at all workstations i.e., blue rolls, sanitisers and washing up liquid.
 - 5.4 Ensure sufficient clean oven cloth, aprons and other laundry items are available throughout service.
 - 5.5 Inform chef on duty of any defects to equipment or of failure to meet Health and Safety Standards or Food Hygiene Regulations.
 - 5.6 Adhere to policies and procedures regarding health, safety and hygiene at all times.
 - 5.7 Always wear correct uniform.
 - 5.8 Adhere to any health and safety and food safety policy in place. For example: food temperature control, fridge and freezer temperature monitoring, food labelling and cleaning schedules.
6. General
 - 6.1 Treat all users of the school with courtesy and consideration, and promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health & safety legislation) at all times.
 - 6.2 Contribute to the overall ethos, work and aims of the school.
 - 6.3 Attend relevant meetings and participate in training and development activities and programmes as required.
 - 6.4 Appreciate and support the role of other professionals, and establish constructive

relationships and communicate with other agencies and professionals.

6.5 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:

- child protection,
- health, safety and security,
- confidentiality, and
- data protection.

Undertake these duties within agreed departmental, service and school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Further general requirements:

- a) Take part in the school's performance management system.
- b) Attend governing body meetings on a regular basis.
- c) Enhanced DBS Check.

Person Specification

POST TITLE:

Chef de Partie (Sc2)

SCHOOL:

South Harringay Primary School

PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
1. QUALIFICATIONS			
(a) Level 2 certificate in food Hygiene.	*		
(b) NVQ in food preparation and cooking. (Desired)	*		
2. EXPERIENCE			
(a) Experience in catering.	*	*	
2. SKILLS			
(a) Ability to read and implement instructions, such as Health & Safety and Food Hygiene regulations.		*	
(b) Able to use and clean machinery and light equipment.	*		
(c) Demonstrate a willingness and enthusiasm for training and progression.	*	*	
(d) Able to encourage children to select a balanced meal.		*	
(e) Able to communicate with all kitchen, school staff and pupils.		*	
(f) Display a commitment to the school's equalities policies.		*	
(g) Display and maintain a high standard of personal hygiene.		*	
(h) Work effectively in a busy and hectic environment.		*	

		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
3.	KNOWLEDGE			
	(a) Basic knowledge of food preparation methods including: portioning, stock rotation and ordering.		*	
	(b) Basic knowledge of baking.	*	*	
	(c) Interest in cuisine and furthering knowledge of food.		*	
	(d) Relevant knowledge and understanding of school policies: Health and Safety, Safeguarding etc.	*	*	
6.	<u>EQUAL OPPORTUNITIES RELEVANT TO THE POST</u> <i>(mandatory)</i>			
	(a) Understanding and commitment to the school's Equal Opportunities policy.	*	*	