



JOB DESCRIPTION

JOB TITLE:	Head Chef
REPORTS TO:	Catering Manager
ACCOUNTABLE TO:	Director of Finance and Operations
LATERAL COMMUNICATION:	Assistant Catering Manager and Hospitality Supervisor
DEPARTMENT:	Catering

1. Job Purpose

To manage a kitchen team in the production of a range of food items as per pre-set standards and as per standard recipes for both student and/or commercial customers. The post oversees all aspects of the kitchen operation from production planning, menu development, cooking and staffing with all direct food handling activity conducted within the legal requirements as documented within the Departmental Food Hygiene/HACCP system.

2. Main Responsibilities

- Through weekly rota compilation, allocate chef duties to allow team to prepare, cook and present food ready for service thus ensuring all service requirements are covered including weekend requirements. (approximately 17.5% of time)
- Design and prepare menus to ensure that cyclical/function menus are regularly updated and operate within agreed food charter and cost targets. (10%)
- Supervise the preparation, cooking and presentation of food, ensuring consistency in production amounts and portion control as per standardised menus. (20%)
- As per the departmental Food Hygiene/HACCP System & Health & safety Procedures, ensure full compliance throughout all food handling and storage with accurate recording of critical temperature controls, and thawing and chilling times, as well as completion of cleaning procedures as per cleaning policies and checklists. (10%)
- To liaise with the Assistant Catering Manager, for ordering of food stocks to ensure kitchen has adequate stocks to meet projected business levels, and where applicable liaise with him to ensure regular stock rotation. Undertake monthly stocktaking as per department procedures. (17.5%)
- Carry out induction and on the job training, and monitor progress of newly appointed staff. Be able to identify training needs within the kitchen and deal in the first instance with any personnel matters e.g. attendance/timekeeping, disciplinary. Assist line manager in other areas e.g. interviewing of new chefs. (10%)
- Daily liaison with catering assistant supervisor/hospitality supervisor to inform on menu items and recipe ingredients, whilst regularly checking all food served in respect to presentation, portion control and quality. (5%)
- Arrange the transport of food to other sites as required for outside catering and assist with service to customers as appropriate. (2.5%)

- To ensure that all staff provide a courteous standard of service and deal with any customer/staff issues, which arise during, service hours. (2.5%)
- Will undertake the above duties working on a rotational basis and any additional duties as requested by management. (5%)

3. Planning and Organising

- To organise daily work routines for the chefs on duty and prioritise to ensure menu item continuity, avoiding service delay.
- To minimise waste by using precise menu planning and production methods
- Plan and design new menus and to ensure senior chefs follow recipe ingredients methods etc. and instruct their teams in their use.
- Allocate duties to chefs and Catering Assistants during shift to ensure all kitchen areas are covered and staff efficiently. With forward in mind to food production as well as cleaning duties.
- To ensure all deliveries are checked as per the catering policies and procedures with invoices recorded against all orders.
- Maintain all relevant monitoring systems by making sure all HACCP controls are maintained as per the catering food safe policy by ensuring all relevant paperwork is completed as required by food safe legislation.
- Monitor staff performance as well as timekeeping and bring any issues to the managers attention.
- In periods of sickness or unexpected staff absence in liaison with manager to respond and find a solution so as not to effect service.
- To constantly judge if standards are being met and to communicate problems to Manager.

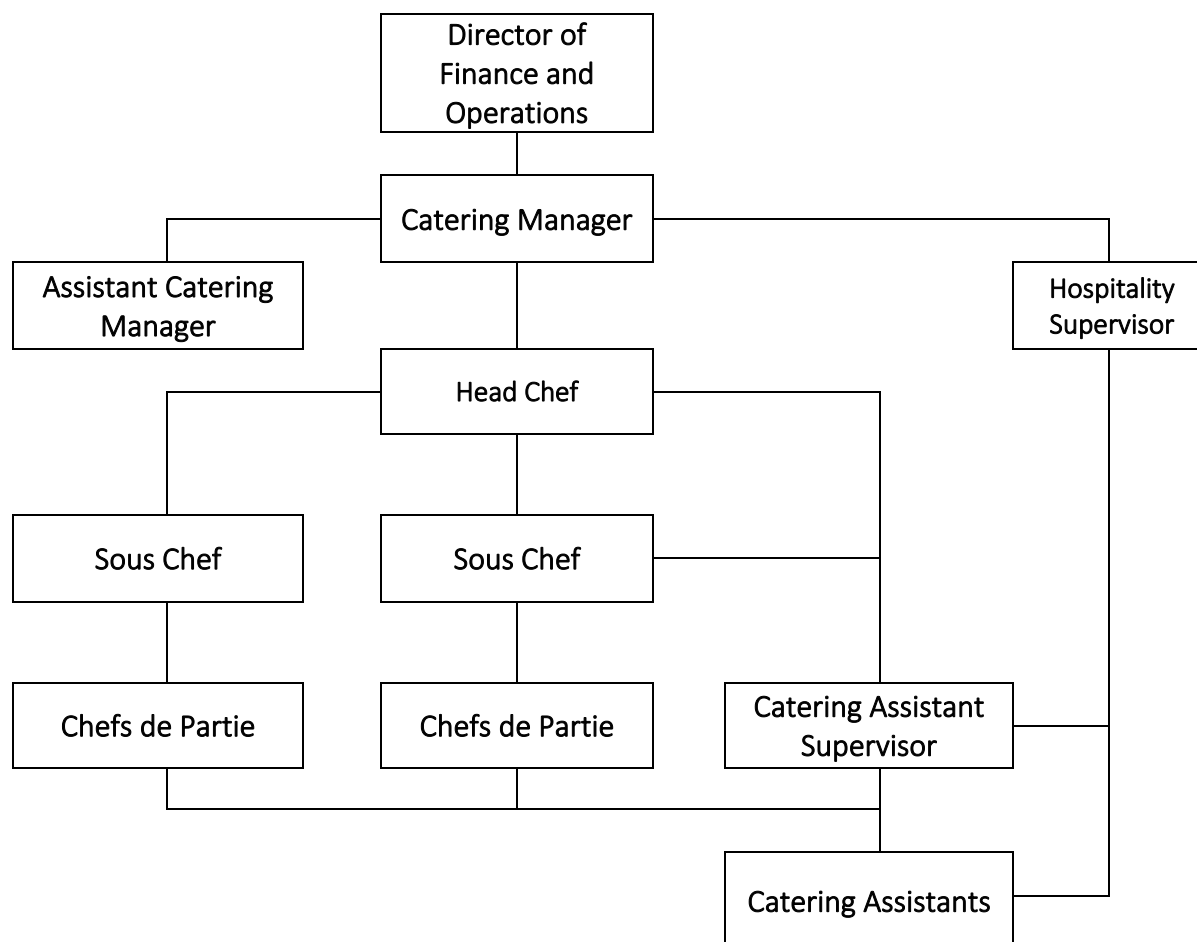
4. Dimensions

- To direct the performance of between 4 – 28 staff.
- Preparation of food production planning and waste control.
- Check the security and safety of equipment and kitchen premises at the end of shift, locking up as required.

5. Job context and any other relevant information

- Perform a number of tasks simultaneously, handling constant interruptions and last minute requests.
- Ensure food production timings are appropriate to maintain minimum storage/holding periods, whilst assessing requirements throughout meal service and instruct staff.
- Programme equipment and ensure that all temperature and cleaning records are completed for each shift.
- Maintain a high level of flexibility to cover changes in services, dependant on sporting fixture and event requirements.
- Provide services out of the main dining hall, and be prepared to extend working hours at short notice within limits.
- Chefs must be prepared to work in any area unless specialist training has not been given.

Catering Department Organisation Chart





Additional Information

Ratcliffe College is an independent Roman Catholic day and boarding school founded by the Institute of Charity (known as the Rosminians) in 1847. It is located just off the A46 at Ratcliffe on the Wreake and is situated in beautiful grounds. With over 900 students ranging from age 3 to age 18, the Catering Department is a very busy one, playing key role in the life of the School. The College was awarded “Excellent” in all 9 categories following an inspection in May 2022.

The School employs 300 staff and whilst being a highly successful organisation maintains a friendly “family” culture.

Hours of work:

An average of 39 hours per week, worked over a 7 day period to include weekend working will be required.

Working hours will be arranged to suit the

Salary

- £30,521 per annum
- 52 weeks per year
- 5 weeks holidays plus bank holidays, plus School close-down between Christmas and New Year
- This appointment is subject to the conditions of employment for support staff.

Other Benefits:

- Free parking
- Free meals
- Free beverages
- Full uniform and laundry service
- Contributory pension scheme
- 4 x salary Life Assurance scheme
- School fee remission after qualifying service
- 24/7 Health Line for staff member and their family
- Access to gym (at specified times)

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.