



George Heriot's School

Founded 1628

Job Description

Title: Chef
Responsible to: Catering Manager

Summary:

Working as part of the Catering Team, the Chef plays an important role in the delivery of a full range of catering services for the Heriot's Community including pupils, staff, governors and visitors. The Chef will create exciting menus and provide freshly cooked healthy food ensuring all dietary requirements are met. They will work alongside all members of the catering team to provide for a busy daily & hospitality service at George Heriot's.

Main Duties:

Reporting to the Catering Manager the duties of the Chef include but are not limited to:

- Working with the catering team to produce high-quality food using fresh ingredients on a daily basis for the staff, students and visitors of George Heriots
- Supporting the catering team in the creation of exciting menu concepts.
- Under the direction of the Catering Management Team developing and supporting team members to ensure that they can fulfil their role effectively.
- Adhere to all Health & Safety, food hygiene and School Food Standards
- To support the Catering Management Team to monitor, order and take delivery of appropriate supplies and equipment to ensure stock levels are adequate.
- To support the Catering Management Team to keep control of stock and raise appropriate orders for stock and supplies of catering supplies and equipment.
- To work with the Catering Management Team to train and retain new Catering staff, and to assist with the recruitment of new staff including shortlisting and interviews, in order to ensure an effective workforce is available to carry out the service required.

- To perform and report Near Misses when required, and to liaise with other departments in order to ensure Health and Safety checks are carried out, and that Health & Safety standards are maintained.
- To supervise catering staff and record catering standards to ensure the requirements are maintained.
- To liaise daily with the Catering Management Team to discuss any areas of concern and to decide on the order of work required to be carried out.
- To undertake Training as required to ensure compliance with Health and Safety and Food Safety legislation
- Any other duties as deemed reasonable and necessary by the Catering Management Team.

Skills and Attributes:

- Previous experience of working as a Chef in a formal working environment
Food Hygiene Certificate Level 2
- Excellent communication skills
- Ability to work both individually and as part of a team in a busy kitchen environment
- Willingness to undertake training and development in line with department/school requirements and in line with Food Safety legislation
- The ability to remain calm under pressure
- The ability to work flexibly to meet the changing needs of the service
- The ability to follow instructions

Additional Information

Heriot's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007 and the successful candidates will be required to obtain membership of the PVG scheme.

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463