



George Heriot's School

Founded 1628

Job Description

Job Title:	Head Chef
Hours:	37 hours per week, Term Time Only plus 4 weeks
Responsible to:	Catering & Hospitality Manager

Summary:

The Head Chef role focuses on leading the catering team, food production, kitchen and front of house management and direct communication with staff at the senior and junior schools. The role is also responsible for the Refectory, and the senior S6 cafe. The Head Chef is to be responsible to ensure all catering services are delivered timely and to the highest professional standards in line with the ethos and standards of George Heriot's School.

Key Duties and Responsibilities:

- Prepare, in advance of the start of each term, a well-planned, fully costed, nutritional and healthy 3-weekly rotational menu for the coming term for breakfast club, nursery, P1 & P2 lunches, including the main lunch service, deli bar and senior S6 café.
- Management and responsible for all daily and evening hospitality, including menus costing and team allocations.
- Menu planning and budgeting for the Senior school Grab & Go offer. All menus are to be included in the school allergen management plan, and all allergens must be available for viewing.
- Produce menus and meals with a bias towards healthy eating, using fresh ingredients.
- Management of all HACCP, COSHH and all relevant Food Safety & H & S policies and procedures, along with supporting team training.
- In conjunction with the Catering & Hospitality Manager, source and use seasonal produce, adapting to new customer trends.
- Ensure compliance with allergen, dietary and religious requirements required for a diverse pool of over 1300 pupils.
- Consistently maintain awareness of budgets when planning menus, providing costings of menus and using as much local produce/suppliers as possible
- Use a high level of cooking skills in the production of food dishes using modern food technology and methods.

- Ensure the provision of meals for pupils each day of the week – breakfast club, lunch and Senior school cafe, plus oversee and develop additional provisions across the school.
- Provide guidance to catering staff on allergens, service and portion control, ensuring that all food is safe and served at an appropriate temperature
- Act as a leader and exemplar to all Chefs and kitchen staff in terms of preparing, presenting and serving all varieties of meals; be ‘hands-on’ in being involved in food production.
- Be able to demonstrate and train staff on all high-level Chef and meal production skills, including knife skills.
- Oversee washing and cleaning of floors, crockery, utensils, work surfaces and other kitchens equipment to ensure that the necessary hygiene and health and safety standards are maintained in the kitchen and dining room as appropriate.
- Ensure that the appropriate clothing, including head wear, is worn at all times in accordance with the school guidelines.
- Co-operate fully with the statutory inspections and implement recommendation as appropriate
- Organise and lead the staff team for Hospitality/events
- Liaise with the Catering & Hospitality Manager regarding menus and catering of external and internal functions.
- Create and deliver tailor made and exciting menus in line with customer requirements.
- Prepare menus for all hospitality events
- Prepare any dinners and canapé events for anything from 20 to 850 guests, example Leavers day, sports celebration events
- Show a real passion for modern trends and fresh foods, liaising with local suppliers to showcase George Heriots.

Skills, Qualifications and Attributes Required:

- Previous experience in hospitality essential, preferably within schools but not essential
- Experience of all areas of Food delivery, including Events
- Experience of team management at Head of Department level
- Experience of collaborative working across numerous departments and external stakeholders
- A strong understanding, of cost management and budgets
- Experience of all aspects of People Management, including recruitment, performance management and training
- Good IT skills
- Motivated by a passion for quality and great service delivery.
- A positive attitude towards young people, their parents and teachers.
- Hard-working; a good role model; a key team member

Qualifications

Catering	NVQ level 1 & 2 or City & Guilds 706 - 1 & 2 or equivalent
Food Hygiene Certificate	Level 3
Allergen Awareness	Level 2

Additional Information

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

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