



CLAYESMORE

Job Title	Second Chef
Responsible to	Chef in Charge

Role Overview

The primary focus of the role is to supervise all kitchen staff in conjunction with the Chef in Charge.

Responsibilities and Duties

- To liaise with the Chef in Charge to ensure a smoothly run, high volume kitchen, providing guidance to Assistant Chefs and leading the shift when required.
- To support the Chef in Charge, arranging cover for the rota and forthcoming events as necessary.
- To contribute to the induction training for all new starters.
- To develop a good working relationship with all stakeholders, ensuring excellent customer service and best value for money is offered at all times.
- In conjunction with others on shift, ensure that all food is prepared, cooked and presented to the highest possible standards. It is essential to taste food at all services to ensure it is to the appropriate standard.
- To assist the Chef in Charge with menu planning, especially for Boarders' and Chefs' Choice Supper menus.
- To ensure that all menus are varied and offer a balanced diet and comply with Minimum Food Standards, particularly in regard to special dietary requirements and any allergies that may affect our consumers.
- To pay particular attention to counter presentation throughout meal service and provide a supervisory presence.
- To ensure all service staff are fully briefed before service commences.
- Supporting the Chef in Charge to plan ahead to avoid shortages or other difficult situations in the kitchen.
- To monitor cleaning schedules and rotas ensuring the highest possible standards of hygiene and cleanliness are maintained at all times.
- To take all necessary steps to ensure the maximum security of the kitchen, storerooms and offices under the control of the Catering Department.

Person Specification

Essential

- Embody the values of Clayesmore, demonstrating loyalty to the school and its ethos
- NVQ in hospitality or similar
- Food hygiene and food safety level 2
- Experience of managing or supervising a number of people with the ability to instruct in a firm but sensitive manner, remaining fair and impartial
- Experience of working in a similar size commercial kitchen environment
- Good organisational skills and demonstrating an enthusiasm for food and excellent customer service
- Sense of responsibility (will be a key holder)
- Well presented and hard working

Desirable

- Experience of working in an educational environment

Additional Information

- This is an all year round role.
- 37.5 contractual hours per week, worked over a 7 day shift pattern, with a 30 minutes unpaid break each day.
- Holiday entitlement will be 30 days (pro rata) per year (1 September – 31 August), plus 8 Bank Holidays. You may be required to work any public holiday when the school is open, for which time off will be given. The School reserves the right to designate up to 5 days per holiday year in order to facilitate a School closure.
- Benefits include a free lunchtime meal, free membership of the Clayesmore Sports Centre, Death in Service benefits and a non-contributory pension scheme with a current contribution from the school of 8% of your salary.
- Membership of the Clayesmore Society and associated member benefits

Date prepared : April 2024

Prepared by : Head of Estates and Operations / Head of Human Resources

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.