



CLAYESMORE

Job Title	Chef
Responsible to	Chef Manager

Role Overview

The primary purpose of this position is to assist in the production of all food for the catering service whilst complying with legislation and maintaining excellent standards of hygiene, quality and presentation.

Responsibilities and Duties

Food Production

- To assist with all food production as per the menu
- To assist in ensuring that all food is supplied promptly and efficiently to the points of service, to the required standard, and correctly garnished
- To assist in providing any special requirements in addition to the menu items, as directed by the Chef Manager within agreed timescales
- To ensure food temperature records are recorded for every stage of service. To ensure that all cooking, cooling and reheating records are recorded

Hygiene, Health & Safety

- To comply with legislation and follow rules and regulations with regard to uniform, personal hygiene, health and safety
- To carry out correct procedures with regard to food hygiene
- To carry out cleaning duties in accordance with the cleaning schedule provided
- To report to the Chef Manager all accidents and any hygiene, health & safety hazards to ensure the safety of all staff and service users

Client and customer relations

- To satisfy the needs of your customers by providing an efficient and helpful service at all times
- To report to the Chef Manager customer comments or complaints
- To maintain a professional image by being polite, helpful and courteous at all times

Person Specification

Essential

- Embody the values of Clayesmore

- NVQ Level 2 in professional cookery (or equivalent) – if this qualification is not held, training will be provided
- Basic food hygiene foundation certificate
- Experience of high volume food production
- Familiarity with current health & safety regulations
- Sound teamwork ethic
- Good communication skills
- Ability to work under pressure
- Flexible approach to working hours

Desirable

- HACCP certification
- NVQ Level 3 in professional cookery (or equivalent)
- Intermediate Food Hygiene
- Restaurant/service experience

Additional Information

- 52 weeks per year contract
- 40 paid hours per week to be worked on a shift pattern over 7 days
- Membership of the Clayesmore Society and associated member benefits.

Date reviewed: September 2026
Reviewed by: Chef Manager / Head of Estates and Operations

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.