

## WADDESDON CHURCH OF ENGLAND SCHOOL

<b>Job title</b>	<b>Chef/Restaurant Assistant Manager</b>
<b>Grade</b>	<b>2</b>
<b>Responsible to:</b>	<b>Restaurant Manager</b>
<b>Primary Purpose</b>	To provide high quality meals ensuring compliance with all legislation relating to the school meals service.

### **PRINCIPAL RESPONSIBILITIES**

To assist in the production and provision of the day to day food and beverage service for students, staff and visitors. To take primary responsibility for desserts, cakes and bakes.

To prepare, food of the highest standards, maintaining

- High levels of food presentation and quality
- Consistent portion controls
- Efforts to minimise wastage at all times
- To support the Restaurant Manager in providing a meal service to 2 primary feeder schools

### **MAIN DUTIES**

#### **Catering Standards**

Food and beverage preparation and cooking activities

To ensure correct food storage, handling and preparation of food

To assist in the clearing and cleaning of the kitchen and the equipment, using schedules and rotas when applicable

To observe all Health and Safety rules and take particular care regarding the use of chemicals

To abide by the kitchen HACCP system and health and safety policy

To maintain a high standard of personal hygiene

To take advantage of all training given and to draw the Manager's attention to further personal training required to assist in your duties

To be able to use a till and to understand the recording of till receipts

To adopt a positive and pleasant manner at all times to encourage good working relationships with colleagues, school staff, clients and customers

To assist with the provision of special or function catering and, if possible, to be available for some work taking place outside normal working hours

To assist with the annual inventories of heavy and light equipment

To assist in the promotion of the Restaurant at special events, e.g. Open Evenings etc.

To undertake any other duties relevant to your post at the request of your line manager

**Responsibilities**

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Contribute to the overall ethos/work/aims of the school

Appreciate and support the role of other professionals

Attend and participate in relevant meetings as required

**Customer Care** - To provide a high quality service that our customers deserve. To resolve any complaints or concerns to the full satisfaction of the customer. To work with customers to further enhance their experiences. To inform your line manager about what customers say in relation to the services delivered.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

*September 2019*