

Job Description: Head Chef.

Function:	Schools
Job:	Chef
Position:	Head Chef
Job holder:	
Date (in job since):	
Immediate manager:	Executive Group Head Chef - Lea Eastman-Thompson
Additional reporting line to:	Catering and Events Manager – Corrine Bromley
Position location:	LVS Ascot School

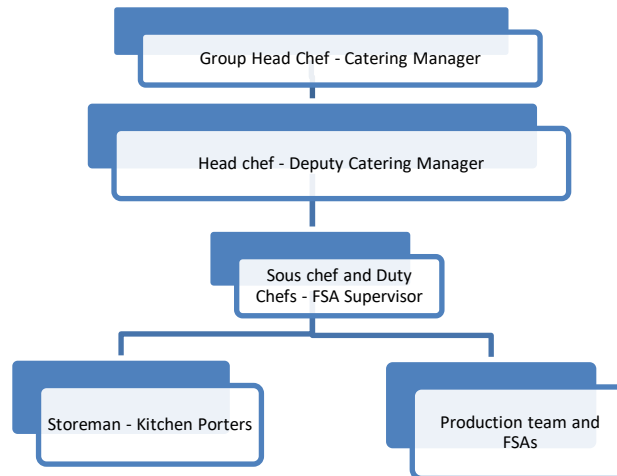
1. Purpose of the Job

As a head chef, you will be responsible for looking after and running the kitchen delivering consistently high- quality food. Duties will include the core feeding for the LVS Ascot pupils and staff with the addition of high standard hospitality and catering events.

2. Main assignments

- Ensure that the production, preparation and presentation of food are always of the highest quality.
- Knowledge of all standard procedures and policies pertaining to food preparation, receiving, storage and sanitation.
- Working with the Group Head Chef to provide effective financial control of food.
- Ensure planning, costing and implementation of all menus, ensuring all menus are balanced, provide variety and seasonality, exhibit innovation and current trends and are financially robust.
- To support Group Head Chef with interview, recruitment, induction and manage staff accordingly.
- To ensure that all food is prepared with due care and attention, particularly regarding special dietary requirements, allergens and shelf life.
- To carry out planning, ordering and implementation of core feeding and functions in the absence of Executive Group Head Chef.
- Full awareness of all menu items, their recipes, methods of production and presentation standards.
- To complete all administration as required including food temperatures, cleaning schedules, delivery temperatures, stock takes for the running of the kitchen.
- Dealing with suppliers and ensuring that they supply quality goods at affordable prices.
- Responsible for ensuring the kitchen meets all regulations including sanitary and food safety guidelines.
- Managing food inventory, stocking and ordering.
- Make sure food waste is minimal and over production does not happen.
- Personally, responsible for hygiene, safety and correct use of equipment and utensils.
- Ability to produce own work in accordance with a deadline and to assist and encourage others in achieving this aim.
- Mentoring and training other chefs.
- To promote friendly working relationships with colleagues and clients.
- To undertake training, provide training and comply with all company policies and procedures.
- To liaise with the Group Head Chef with reference to possible improvements / difficulties in the kitchen.
- Report/ remove any incidents of accidents, near miss, fire, loss, theft, damage, unfit food, or any other irregularities.
- Should be able to set an example to others for personal hygiene and cleanliness on and off duty.
- Commitment to safeguarding and promoting the welfare of children.
- To carry out any reasonable request by management.

3. Organization chart



4. Person Specification

- **Good interpersonal skills** - calm nature
- **Enthusiastic** - Displays a natural and sustained enthusiasm and energy
- **Self-Motivated** - Needs no encouragement to make things happen
- **Strong but Flexible** - Always prepared to listen and consider the views of others
- **Positive** - Focuses on what CAN be done
- **Personal Appearance** - Recognizes importance that appearance has on the attitudes of others
- **Responsible** - Conscious of the consequences of action or inaction
- **Conscientious** - Demonstrates a commitment to get things done on or before agreed deadlines

5. Key Performance Indicators

- Completes tasks within contracted hours to the agreed level
- Continuously seeks to improve standards
- Works without line manager having to remind them of their duties
- Contributes towards green Sodexo audits

6. Other Information

Sodexo and the college are committed to safeguarding and promoting the welfare of the children and employees must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the criminal records bureau.

It is the employee's responsibility to promote and safeguard the welfare of the children and the young persons for whom they are responsible or with whom they come into contact.

They will adhere to and ensure compliance with the college & Sodexo child protection policy statement at all times. If in the course of carrying out the duties of the post the employee becomes aware of any actual or potential risk to the safety or welfare of children or young persons in the establishment, he/she must report any concerns to their line manager or school safeguarding officer immediately.

7. Management Approval

Signed: CJBromley.....Name:.....Corrine Bromley.....

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Document Owner			