

Job Description:

Head Chef

Function:	Schools – Independent and Private
Job:	Head Chef
Position:	Head Chef – Grade J2 (1)
Job holder:	
Date (in job since):	
Immediate manager	Catering Manager
Additional reporting line to:	Account Support Manager
Position location:	Altrincham Grammar School for Boys

1. Overall Purpose of the Job

- Reporting into the Catering Manager and playing a pivotal part in managing the day-to-day kitchen responsibilities of the wider catering team.
- To show a passion for food and economic innovation, driving food quality standards whilst consistently delivering a diligent offering that is commercially viable for the target demographic and meets the healthy standards required by the school and in line with School Food Standards
- To be a real foodie and inspire others around you to get excited about food and culinary creativity.
- To champion Food Safety and Health and Safety across the business with particular attention to allergens, Safer Foods policies & procedures, as well as all mandatory processes and paperwork involved with day-to-day due diligence of the workplace. This including overseeing the due diligence of the wider Catering team.
- To show great financial awareness operating within tight budgetary parameters – working toward a consistent set GP margin across the offering whilst understanding consumer habits and trends, in line with cost of goods.
- Excellent ability to manage stock control, food costs, margins and yield dependent on expected footfall.
- To drive and engage with the team. Inspire, train and develop the team ensuring confidence in what they do through mentorship and clear instruction for their day-to-day tasks.
- To demonstrate leadership with a hands-on approach and be a visible and approachable core culinary figurehead.
- To be responsible for ensuring the timely and efficient preparation of all core feeding, within all catering areas.
- To be a Sodexo ambassador by promoting Sodexo and the value it brings to Altrincham Grammar School for Boys, allowing the client to focus on their core business of providing education.

2. Day-to-day tasks

- Planning and designing menus for all catering needs using the tools provided by Sodexo
- Calculating costs, yield & GP's in line with budgetary targets.
- Use of nominated suppliers to place orders.
- Overseeing operations and leading Catering staff to ensure a smooth service day-to-day.
- Overseeing the food preparation, cooking, delivery and cleaning processes required every day
- Ensuring compliance with hygiene and health and safety regulations – making sure all necessary procedures and paperwork are completed.
- Liaising with the Catering Manager to ensure operations run smoothly
- Ensuring all ingredients are fresh and meet quality standards
- Producing a versatile offering that considers demographic needs and trends
- Ensuring that allergens are understood by each member of staff inclusive of the entire offering day-to-day.
- Adhere to all allergen processes and ensure compliance and due diligence requirements are met

3. Context and main issues

- Delivering food standards across 3 outlets and delivering a hospitality offer where necessary. Innovation and creativity are key to our customer base.
- Working with the Catering management to provide effective financial control of client food and expense budgets.
- Management of staff – day to day engagement and inspiration and longer-term training and development
- Exceptional execution of all food hygiene and health and safety systems, with great focus on Allergens
- Recognizing and adapting our offers to fit the trends of our client base – and adapting with positivity to varying age groups buying habits.
- Undertake any reasonable requests from Management to support business needs either on site or off site.

4. Necessary Characteristics

- Strong and clear leadership.
- Passion and enthusiasm for creating exciting and innovative menus
- Adaptable and diligent
- Enthused by challenges and opportunities to manufacture solutions in a timely fashion

- Exceptional management of Food Hygiene, Health, Safety and Environmental Legislation using the Sodexo Safety Management System to include Allergens.
- Responsible for driving Continuous Improvement and innovation to realise the expectations of the school and Catering management.
- Strategic and technical support – professional advice to customers, peers and the team.
- Ensure planning, costing and implementation of all menus on the DRIVE planning tool, ensuring all menus are balanced, provide variety and seasonality, exhibit innovation and current trends and are financially robust.
- To champion the Fresh Food Standards ensuring AGSB is the unrivalled site for schools to see and shows off the very best to prospective accounts and visitors alike.
- To role model the “Focus on Five” management behaviours – Communication, Recognition, Performance, Training and Development and Clear Direction.
- To exhibit the values of both Sodexo and Altrincham Grammar School for Boys.
- To establish and maintain productive working relationships with individuals at all levels within the School and Sodexo.
- To have special regard to the welfare of your team and to organise regular and effective staff briefings, always keeping minutes.

5. Desired Characteristics

- Strong and clear leadership.
- Passion and enthusiasm for creating exciting and innovative menus
- Adaptable and diligent
- Enthused by challenges and opportunities to manufacture solutions in a timely fashion
- Ability to review problems analytically, develop opportunities and implement innovative solutions/ approaches
- PC literate
- Advanced Food Safety or Health and Safety qualification

6. Accountabilities

- High levels of satisfaction and feedback from the client groups – Students, Parents, Visitors, School Staff,
- Consumption costs and budgetary controls are on target or better
- Contract to be maintained.
- High levels of staff engagement and morale
- Regular introduction of innovation and “surprise and delights” that excite both clients and staff

7. Person Specification

Essential

- NVQ level 2 Food Production certificate or equivalent
- Intermediate Food Hygiene certificate
- Strong level of literacy and numeracy
- Experienced Chef who has operated in a busy, client facing environment
- Good communication and interpersonal skills and the ability to be an effective team player

- Flexible, with the ability to work under pressure and across a range of shifts and service times
- Direct management experience of chefs / kitchen brigade
- Clear, strong and effective leadership style
- Strong ability to increase individuals' effectiveness through leadership, motivation, communication, coaching and training
- Excellent time management and organisational skills
- Ability to set and maintain standards

8. Competencies

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Employee Engagement
▪ Commercial Awareness	▪ Learning & Development

Contextual or other information

This job description reflects the present requirements of the post. The job description will be reviewed annually as part of the approval process. As duties and responsibilities change and develop, the job description will be subject to amendment in consultation with the postholder.

Postholder:

Signed: Date:

Name:

Manager:

Signed: Date:

Name:

9. Management Approval

Version	1	Date	October 2024
Document Owner	Michelle Houghton		