



Catering Manager/Chef

Job Description

The role of Catering Manager/Chef includes the following:

Catering Provision

- To work alongside the Bursar in developing and progressing the catering provision in order to deliver healthy and high-quality meals
- To work to budget to provide healthy meals, ordering supplies, stock take and preparing the meals
- To produce high quality healthy meals with the use of fresh produce supplied.
- To ensure all meals are delivered on time without compromise.
- To actively contribute new ideas into the kitchen to ensure that we continue to deliver quality.
- To follow daily menus without compromise.
- To take responsibility for the running of the Catering Unit
- To place orders to suppliers and stay within budget.
- To ensure the highest standards of quality control.
- To operate in line with the ethos, culture, overall aims and policies of the School.

People

- To maintain the highest levels of personal conduct, professional standards and bearing at all times.
- To treat others with respect and dignity at all times.

Health & Safety

- To ensure compliance with agreed Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
- To ensure adherence to all procedures within the operations manual.
- To ensure the safe operation of kitchen equipment at all times.
- To ensure that all accidents and incidents are reported, including notifiable diseases.
- To ensure the security of the catering area at all times.
- To ensure legal compliance records are maintained and kept up to date
- To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.

Person Specification

The successful candidate for this rewarding and demanding post will have some or all of the following qualifications, experience and characteristics:

- A commitment to the school's educational ethos and aims
- Full clean driving licence is essential for the role
- Successful experience as a Chef (ideally in a school environment)



- An appropriate qualification in Catering (NVQ Level 2 and 3)
- A First Aid qualification or the willingness to undertake training funded by the School
- An understanding of Health and Hygiene legislation
- Proven team working skills as a team member and ability to be a catering leader
- Strong interpersonal and communication skills

Overall, the successful candidates will wish to play a full part in a thriving and highly caring community.

Hours

37.5 hours per week, 46 weeks per year – Monday to Friday 8am to 3.30pm (Hours can be adjusted to suit the individual).

You may be required to work evenings and Saturdays for special events which will be deemed as part of your salary but time off in lieu will be granted.

Holidays

This is a term time position and holiday may only be taken during the school holidays and when the school is closed.

Pension Scheme

Non-teaching staff are invited to join the pension scheme. The minimum pension contribution from an employee is 5% of salary while the School will contribute 5%.

For further information about your pension options, please contact the Bursar.

Salary

Competitive salary based on the experience and skills of the candidate.

Landmark International School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

All appointments are subject to a criminal background check and proof of qualifications in accordance with the requirements of the Children Act.