



CASTERTON
SEDBERGH PREPARATORY
SCHOOL

CASTERTON (SEDBERGH PREP SCHOOL)

JOB DESCRIPTION

CHEF MANAGER CSPS

Safeguarding of Children

Safeguarding the welfare of children is of the highest priority to Sedbergh School. Every employee of the school has a responsibility to:

- **Protect Children from abuse**
- **Be aware of the School's safeguarding procedures**
- **Know how to access and implement the required procedures**
- **Keep a sufficient record of any significant complaint, conversation or event**
- **Report any matters of concern to the Safeguarding Officer**
- **Attend annual in-service training provided by the School**

General

Sedbergh School, founded in 1525 by Roger Lupton, Provost of Eton, is an Independent Co-educational Boarding School. The Headmaster is a member of the Headmasters' and Headmistresses' Conference. Set in the spectacular Yorkshire Dales National Park, the School also benefits from fast motorway and rail access to the rest of the UK.

The School is a vibrant, demanding and supportive community which encourages pupils and staff to be involved in as broad a range of activities and interests as possible. Art, Drama and Music are especially strong, and the School has a national reputation for Sport. Sedbergh has its own Prep School located approximately five miles away at Casterton.

Organisation

The Headmaster, Mr A A P Fleck BSc, MA, acts as the "Chief Executive" of both Schools and is supported by a number of senior managers. The Bursar, Peter Marshall, is responsible to the Headmaster and Governors for the management of all the administration and support staff.

The Bursar has responsibility not only for the finances of the School, but also for the extensive land and buildings, maintenance department, grounds & gardens, catering, housekeeping & domestic staff and all other support staff, as well as running the commercial trading arm of the School, Sedbergh School Developments Limited.

Summary of Duties

The Chef Manager will be responsible for Chefs and Kitchen staff allocated to CSPA, in the support of Hospitality events or when on duty as part of the Sedbergh production team.

He or she will manage, organise and develop the food production for Casterton (Sedbergh Prep School) and its associated Hospitality and commercial activities, whilst meeting customer expectations, food and hygiene standards and financial targets. The post holder will successfully manage the production of Hospitality and delivery of the highest possible standards of food to pupils, staff and customers: at all services, at all times and always within pre-agreed budgetary targets.

The Chef Manager will be responsible for all events and functions held at CSPA and will personally ensure they are fully staffed, all food and associated items have been ordered and the event organiser is completely happy with arrangements. The Chef Manager will be available for all major events and only absent with the approval of the Catering Manager.

The post-holder will continuously develop both the internal and external catering service at CSPA through the introduction of innovation and interest, and ensure the required level of service at all times.

Finally, the Chef Manager will produce food as far as is possible from base and raw ingredients, providing the best quality of food possible at every service, and achieve the required level of results across all areas of the operation, measured against the key performance indicators.

Key Responsibilities

The list set out below is not an exhaustive or definitive list of duties to be carried out by the post-holder, and is simply a guideline. It may be updated as required, and staff may be asked to undertake any reasonable task or duty necessary to assist with the efficient operation of the department.

1. Food

- Work with the Catering Manager in planning a varied and interesting menu selection for Hospitality and the various operations within the school.
- Manage and ensure production of as many dishes as possible from fresh ingredients, only allowing use of frozen or pre-prepared as a secondary back-up alternative rather than first choice option. The target of fresh produce to frozen/pre-prepared is 80%:20%.
- Work with the Catering Manager and catering staff to maximise food quality and cooking detail across both sites.

- When requested to by the Catering Manager, deputise in the absence of any House Chef or the Executive Chef at Sedbergh, taking full responsibility for food production and service.
- Prepare food as per agreed menu to include dietary requirements and following allergen law and best practice.
- Ensure that all food is presented to the highest standard.
- Demonstrate a positive working style with an enthusiastic, committed and flexible attitude, promoting the importance and benefits of effective team working.
- Work in compliance with COSHH, Food Safety and Health & Safety Policy.
- Assist in ensuring that the kitchens deliver the required level of service and food at all times.
- Ensure School food production, storage and service policies are being followed.
- Correctly complete and use cleaning schedules to ensure that the various areas used for Hospitality (including kitchens, catering storage and ancillary areas) are spotlessly clean.
- Work within all legislative requirements including health, safety, fire and hygiene legislation in the kitchen and areas as instructed by the Catering Manager.
- Undertake training to support the general development set out by the Catering Manager and Senior Management Team.
- Attend Food forums with academic staff and pupils, actively listening and responding to any catering issues whilst developing any suggestions and requests within the constraints of budgets

2. **People Management**

- Be the primary point of contact for the CSPS Kitchen Team in conjunction with the Domestic Bursar for Hospitality events.
- Manage and motivate a highly effective and inspired team of professionals. Give support and guidance, lead by example, encourage through training by holding regular workshops on new recipes, methods and ideas.
- Effectively delegate duties as required to supporting staff in the delivery of daily catering and Hospitality events but ensuring full ownership is both accepted and explained to designated people.
- Ensure effective communications with the Chefs and kitchen staff so that they may operate any events effectively in your absence. Ultimate responsibility still remains with the Chef Manager in ensuring success.
- Conduct annual appraisals for Kitchen Staff as detailed by the Catering Manager, identifying areas for improvement, setting new targets and formulating training plans to improve skills etc. Conduct termly reviews/follow-up mini appraisals accordingly.
- Carry out induction training with new employees, recording and monitoring their development, forwarding progress details to the Catering Manager.

- Hold routine evaluation of staff skills and competencies, carrying out training as required to the standards set out to ensure safe working practice and professional development.
- Report to the catering manager any unauthorised staff absences, illness and deviances on the day of occurrence.

3. Financial Management

- Send weekly financial information to the catering administrator including invoices, event and function costs.
- Ensure that the kitchen, in all its catering activities, operates at maximum efficiency within budgetary targets to deliver the required level of service at all times.
- Encourage and support the growth of the department, including lettings, profit targets and other business opportunities. Also provide menu and recipe ideas to support the promotion of this growth.
- Provide detailed information for all Hospitality events to enable accurate procurement of all ingredients and items required.
- Provide pre-costed dishes and menus for all meals and events when required.
- Liaise with the Catering Manager to ensure the procurement of all necessary additional items or services associated with the running of the department.
- Manage CSPS's computerised catering account, recording all purchases and expenditures, undertaking stock-takes and inputting data.

4. Operational

- Work with the Catering Manager to manage an effective communications strategy between all internal departments and staff.
- Attend a weekly Operational Meeting with the Catering Manager along with other meetings as required.
- Create and introduce new food and food-related service innovations on a regular basis as agreed with the Catering Manager.
- Ensure that all members of the Kitchen Team, when under your control, are aware of their duties throughout the day to ensure that the operation runs as seamlessly as possible.
- Ensure that all catering areas are managed for cleanliness, are spotlessly clean at all times and that appropriate documentation is completed and archived.
- Be responsible during events for all Kitchen legislative requirements including COSHH, health, safety, fire, food and hygiene legislation.

Reporting

The Chef Manager will report to the Catering Manager.

Person Specification

1. Qualifications

- City & Guilds 706-1 & 706-2 Catering or equivalent

2. Essential Attributes

- Ability to motivate and manage a large catering department.
- Hands on approach to all activities
- Structured and methodical in organisation of the department
- Proficient in Microsoft Office suite and internet
- Ability to train new recruits
- Financial acumen
- Good communication and writing skills.

3. Desirable Attributes

- HACCP, COSHH and Allergen knowledge.
- Menu and Food development.
- Sound knowledge of Food & Beverage products.
-

4. Management Competencies Required

- Achieving & delivery
- Drive for results
- Serving the customer
- Quality focus
- Integrity
- Personal effectiveness
- Planning, organisation & flexibility
- Confidence and self-control
- Problem solving and initiative
- Critical information seeking
- Working together
- Communicating with clarity
- Embracing change
- Collaborating with others
- Influencing and relationship building
- Thinking and innovation
- Innovation and creativity
- Conceptual and strategic thinking
- Managing, leading and developing others
- Managing and leading the team