



CASTERTON  
SEDBERGH PREPARATORY  
SCHOOL

## **CHEF MANAGER CSPS**

### **JOB DESCRIPTION**

#### **Role Purpose**

The main purpose of the role of the Chef Manager is:

- To ensure the Casterton Sedbergh Preparatory School kitchen contributes to pupil wellness as well as the School reputation and growth by delivering consistently high standard food and customer service.
- To monitor expenditure on food and labour closely to achieve budget targets.
- To manage the full Catering team, with the key aim of maintaining high standards of motivation and morale while embracing the ethos of the School's policies and core competencies.
- To be the face of the Catering department at Casterton - upfront, visible and happy to serve customers and answer any questions they have.

#### **Duties**

The duties of the Chef Manager will be wide and varied and it is not intended to cover every possible aspect of the job here. However, it is anticipated that the main areas of responsibility will be as follows:

- This is a working Chef position. The incumbent will be expected to prioritize the preparation, assembly, and efficient production of food for meal times.
- Drive enthusiasm by thoughtfully produced menus, whilst ensuring compliance through the schools nominated suppliers.
- Provide the highest quality service to pupils, staff, parents and guests in line with the schools standing.
- To embrace the Sedbergh School ethos and be prepared to go beyond the call of duty on a regular basis.
- To both assist and supervise the general cleaning of the kitchen, maintaining high standards of hygiene. To ensure that Catering staff are well motivated, trained and recognized for their contribution.
- Ensure administration (rota and food ordering) is completed in a timely and efficient manner with priority given over to being on the floor.

#### **Safeguarding**

- Casterton Sedbergh Prep School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The role holder will always be expected to support this approach in the context of their role and to adhere to and ensure compliance with the school's Safeguarding policies and procedures.
- If while carrying out their duties, they become aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's DSL officer or to the Headmaster.
- Attend annual in-service training provided by the School.

- Staff with line management responsibility are also expected to actively promote safeguarding awareness and knowledge in their teams and lead by example.

## **Health & Safety and Food Hygiene**

- Ensure excellent food hygiene practice is observed from storage through to preparation and service; with either formal or informal HACCP plans and procedures.
- Ensure compliance with all food hygiene and H&S regulations including the Allergen Policy and the training of staff.
- Instil into the kitchen team a culture of hygiene best practices connected with storage and cooking of food: the importance of clean, tidy and hygienic working practices regarding knives, chopping boards, surfaces etc. as well as instilling high standards of personal hygiene.
- Take reasonable care for your own health and safety and that of others who may be affected by what you do or fail to do.
- Co-operate with your line manager on HSE matters.
- Ensure the kitchen equipment is in working order; report any maintenance issues.
- Correctly use work equipment, PPE in accordance with training and instructions provided.
- Report and HSE hazards, accidents, incidents, illnesses and diseases to the Executive Chef manager or Helpdesk.

## **Delivery of Food Service & Customer Satisfaction**

- Lead the delivery and production of meals for pupils and staff; producing a fresh breakfast, lunch and dinner offering as well as break and snack items to a high standard.
- Lead by example at service times by being up front, delivering friendly service directly to pupils and staff.
- Provide high quality catering for school based or off-site events, ensuring that such events are delivered correctly both from a food quality and customer service perspective. Liaise with senior school staff (Events Coordinator) and CSPS staff on requirements for these events.
- Communicate in an organized and proactive way event catering needs to the teams delivering them.
- Prepare, manage and follow a 3-week widely published menu plan that meets quality and nutritional standards; is in the approved format and is cost effective.
- Provide for any special dietary requirements or allergies with tasty and creative alternative meals that are also nutritious.
- Keep up to date with trends, continually demonstrating passion for food, offering creative, fun special events or theme meals or break or snack items.
- To deal with any requests from pupils, staff, guests and parents promptly and politely.
- Always maintain positive client relationships and build partnerships with residential and pastoral staff.
- Project a professional image and be positive and friendly with pupils and clients. Be prepared to be in the spotlight, up front on the servery and proud of the food you and your team have produced.

## **Achieves Budgets & Targets**

- Effective budget and food purchase management to ensure we remain on target by week, month and term.
- Utilise purchase software Cherry Pi and Piranha recipe file for costings on events and core feeding menu cycles. Train Chefs on use of Cherry Pi. (Cherry Pi is an element of the food procurement software that the School uses and training will be provided)
- Train staff on dish specification and portion control methods.
- Orders of stock appropriate to prompt turnover of stocks.
- Note consumption patterns and adjust on core feeding menus or events to minimize wastage.
- Stock rotation is followed, and all storerooms and freezers are in order and all relevant staff are trained in FIFO.
- Stock takes are completed with accuracy and in a timely manner.

- Be results driven on EHO audits, employee retention and morale, HSE, Food Forums and other targets set by senior leadership.

### **Team Management & Leadership**

- Manage and lead the team including chefs, deputy chefs and catering assistants to achieve high standards of food and customer service.
- Identify and brief all staff on the daily tasks. This will be a balance of routine activity and changes depending on events, adjustments to School routine or requirements of different menus.
- Identify and highlight training needs and take an active role in developing people towards the above objective.
- Manage the day-to-day performance of staff, in line with company policies, including completing records of discussion or recommending further counselling or disciplinary action.
- Take an active role in recognizing outstanding colleague performance.
- Conduct team briefings on various topics; Safeguarding, HSE, events, food hygiene, school news, opportunities for staff to ask questions or raise concerns.
- Conduct yearly appraisals according to the school policy and format.
- Be an excellent communicator.
- Demonstrate a desire for continuous improvement in processes for food production and ware washing that lead to better results for customers and colleague's morale and wellbeing.
- Lead by example and be resilient under adversity.

### **Other**

- Ensure work, communication and approach conforms to the ethos, values and style of the school. Keep up to date, and comply with the Sedbergh School's Rules, Policies and Procedures always.
- To attend meetings and training courses as required.
- To prepare and produce all requirements for special school functions and evening events which may sometimes be outside normal working hours.
- Any other reasonably expected duties as requested or required to meet the needs of the school.

### **Reporting**

The Chef Manager CSPPS will report to the Executive Chef Manager