

## Job Description

### Job Details:

<b>Job Title:</b>	Head Chef
<b>Reports to:</b>	Head of Operations / Operations Manager
<b>Leadership of:</b>	Chefs and Cooks

### Job Purpose:

The role of the Head Chef is to provide effective leadership to the kitchen staff across the nursery group. This will include managing their performance and deployment (including annual leave requests).

The Head Chef will also prepare and cook the Company Menu in line with company policy whilst maintaining excellent standards of cleanliness and compliance with the Food Standards Agency.

To achieve 5\* Environmental Health Inspections.

### Summary of Responsibilities

#### Head Chef

- Devise and regularly review the Company Menu ensuring that is compliant with up to date nutritional guidance for young children, offering a varied and balanced diet
- Ensure compliance with the company Food, Mealtimes and Dietary Needs policy across the group
- Ensure documentation across the group relating to the kitchen is completed and maintained
- Manage the deployment of kitchen staff across the group, ensuring all kitchens are adequately covered at all times (this will include effective management of kitchen staff annual leave)
- Ensure the food budget is managed, monitored and efficient across the group

#### Food Preparation:

- Following the menu set by the Head Chef, prepare and cook enough age appropriate food for all children on a daily basis with minimal wastage
- Prepare and Cook the following meals daily:
  - Morning Snack
  - Lunch (main meal)
  - Afternoon Snack
  - Tea
- Have a clear understanding of, and follow the Food, Mealtimes and Dietary Needs at all times
- Take responsibility to make sure all dietary requirements are catered for, clearly labelled if there is a dietary requirement and clearly communicated to staff teams every mealtime
- Work in partnership with the nursery team and parents to encourage a healthy and nutritious diet

#### Ordering

- Place weekly / daily orders as appropriate to ensure the necessary ingredients are available for the specified menu
- Ensure budgetary requirements are met in relation to ordering
- Work with suppliers to promote best practise ensuring the products and supplies are appropriate for a nursery environment

### **Kitchen Hygiene:**

- Maintain the highest standards of cleanliness, tidiness and safety within the kitchen
- Ensure food hygiene standards and practices are followed at all times

### **Events & Education:**

- Take a lead role as directed by Nursery Manager, to increase children and parent awareness and education relating to food and nutrition e.g. family food tasting sessions, children's cookery clubs and activities
- Support with activities at the nursery e.g. Open Day's, Summer Fete's, Winter Fairs etc

### **Health & Safety**

- Be responsible for and lead any inspections relating to the kitchen area e.g. Environmental Health achieving a 5\*
- Remain aware and observant of all health and safety issues in the kitchen and nursery, where possible reducing the risk of an accident occurring through preventative actions
- Carrying out health and safety checks as outlined within Company Policies and Procedures
- Being aware of the outcome of risk assessments and fully implementing the specified controls
- Ensure you meet the legal and Company requirements for fire, safety, health and hygiene at all times and necessary paperwork is completed

### **Selection Criteria**

#### **Knowledge, Skills & Experience**

- Minimum Level 2 Food Safety Qualification (training can be provided)
- Demonstrable experience of managing a kitchen, ideally within a nursery or school environment who caters for children
- A working knowledge of health and safety within a childcare environment, how to risk assess and take action to reduce potential for accidents/injury
- A detailed understanding of the Safer Food, Better Business procedures and standards
- Demonstrable experience of leading a team

#### **Person Specification**

- Effective communication skills are essential, both verbal and written.
- Strong organisational are essential, along with the ability to manage own workload with limited supervision
- Ability to cope with change in a fast paced environment
- Ability to work under pressure and with ever changing priorities
- Understand the important of keeping everyone safe and the part you play in this
- Strong leadership skills
- Ability to problem solve and work under pressure

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.