**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | Junior Sous Chef |
| **Salary** | £20,000 |
| **Hours** | 40 hours per week (rota with alternate weekends off) |
| **Contract Type**  | Permanent |
| **Full Time / Part Time / Term Time Only / Casual** | Full time |
| **Pro-rata Salary (if applicable)** | N/A |
| **Residential / Non-Residential** | Non Residential |
| **Teaching / Support Contract**  | Support |
| **Start Date** | 1 January 2019 |
| **Line Manager** | Catering Manager |
| **New / Existing Role** | New |

|  |  |  |
| --- | --- | --- |
| **Rota** | **Start** | **End** |
| Weekday am | 06:30 | 15:00 |
| Weekday pm | 11:00 | 19:30 |
| Weekend | 07:00 | 19:30 |

|  |
| --- |
| **Background:** |
| The Yehudi Menuhin School is a world-renowned specialist music school for pupils aged 8 to 19. Set in 18 acres of beautiful grounds in Stoke d’Abernon, Surrey, the school provides a nurturing environment where pupils pursue their love of music, within a broader curriculum, with like-minded young people from all over the world. This small boarding and day school, with 87 pupils in January 2019, has a family atmosphere and everyone knows and supports one another. |

|  |
| --- |
| **Job Scope:** |
| The job holder is required to ensure that they adhere at all times to internal and external standards include Food Hygiene and Health and Safety; to deputise for the Catering Manager; to ensure the dietary requirements and needs of all diners are met; to ensure that matters such as maintenance of equipment and any incidents are reported and dealt with promptly. |

|  |
| --- |
| **Job Purpose:** |
| Proactively contribute to meeting the nutritional needs of all diners; provide support to the Catering Manager with planning menus and with cost control; ensure that all internal and external areas of compliance and legislation are met and that standards of food hygiene are applied consistently. |

|  |
| --- |
| **Key Responsibilities:** |
| **Kitchen Management*** Support the Head Chef in the management and efficient running of the kitchen
* Lead, manage and direct the kitchen staff in the absence of the Head Chef
* Deputise for the Head Chef in their absence
* Manage inventory, ensuring compliance with budget and shelf life of supplies
* Work within specified budgets
* Build and develop positive relationships across the School
* Assist the Head Chef with compiling food orders, negotiating with suppliers and developing new food concepts
* Promote and encourage environmental improvement initiatives

**Food Production & Service*** Plan, prepare, cook and present food to the standards required
* Take responsibility for the more technical elements of cuisine
* Design menus
* Maintain an efficient and professional service and meet demands at peak service times
* Minimise food wastage and respond to additional diners when required
* Meet the high expectations of our diners with varied and creative menus and dishes

**Health & Safety, Food Safety, the Environment*** Ensure that the kitchen meets statutory and company requirements of Health and Safety, Food Safety and environmental legislation and procedures
* Ensure all equipment is well maintained and is in good working order
* Ensure safe working practices are followed and equipment faults are reported to the Head Chef
* Ensure all company procedures and work instructions are fully understood and practised by all employees in the kitchen

**General*** Attend to any reasonable request made by the Catering Manager or Leadership Team
 |

**Person Specification – Junior Sous Chef**

|  |  |  |
| --- | --- | --- |
| **Education and Qualifications:** | **Essential** | **Desirable** |
| Food Hygiene Certificate | X |  |
| First Aid at Work |  | X |
| NVQ Level 2 |  | X |
| **Skills and Experience:** |
| 2 years’ kitchen experience as Chef de Partie | X |  |
| Minimum of 12 months in contract catering |  | X |
| Good all-round knowledge of kitchen operations |  | X |
| Supervision and delegation of duties to others |  | X |
| **Personal Characteristics:** |
| Good time management | X |  |
| Strong communication skills | X |  |
| Strong team player | X |  |
| Ability to remain calm under pressure | X |  |
| Appreciation of and respect for other cultures | X |  |
| Flexibility to adapt to changing priorities | X |  |
| Collaborative and supportive attitude | X |  |
| Good organisation | X |  |
| Strong sense of team / community | X |  |
| Passion for good food  | X |  |
| Consistently applies high standards  | X |  |
| **Other:** |
| Enhanced DBS check | X |  |

The following will comprise the assessment process for shortlisted candidates:

* Completed application form
* Covering Letter
* Competency Based Interview
* References
* Documentary Evidence
* Medical Questionnaire
* DBS
* Practical kitchen task / Trade Test

**Closing date for applications: 30 November 2018**

**Interviews will take place Tuesday 4 December and Wednesday 5 December**

**Safeguarding:**

The School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection training and screening appropriate to the post. Checks will be made with past employers and the Disclosure and Barring Service.

**Staff Benefits**

Breaks are two fifteen minute breaks and one thirty minute lunch break.

Generous Staff Pension Scheme

Staff are encouraged to use the facilities on site (such as the swimming pool, tennis courts and yoga) at times which do not conflict with the School’s requirements and within the School rules. All meals on duty are provided during term time.

Prepared on 8 Nov 2018

Review date: Jan 2020