

## About the role

We are looking to appoint an outstanding Commis Chef to assist with the catering service to students, staff, parents and visitors to Halliford School. The ideal candidates will be enthusiastic and a hardworking team player willing to join a busy and vibrant department.

The successful applicant must have previous catering experience which will allow them to assist with the preparation and delivery of high quality and healthy meals and work within a dedicated and highly motivated catering team. The core student and staff catering service operates daily term-time only, with additional catering / hospitality required to support the wide range of events organised by the School during the school day, in the evening and sports events at weekends.

Successful candidates should have proven skills within a catering setting teamed with an interest in promoting healthy eating for all. An excellent understanding of relevant health and safety considerations is essential together with an awareness of budget management. You will also have a very strong empathy for working with young people and be fully supportive of the aims & ethos of Halliford School.

The hours of work may vary but the core hours are 8am to 4pm in term time including an occasional Saturday morning for sports fixtures. (4 hours). The ideal candidate will need to be flexible during term time as there will be an additional expectation to assist with marketing events in the evening and weekend events such as, Open Days (October & February), concerts and PTA events. Salary is competitive and dependent on experience.

## Process of Application:

Along with this pack you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Zoe Fazackerley, who will be delighted to assist you.

Telephone: 01932 2234920

E-mail: [hr@hallifordschool.co.uk](mailto:hr@hallifordschool.co.uk)

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR and Recruitment Officer to arrive no later than 11th October 2024. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.

## Lines of Responsibility

The Commis Chef is responsible to the Chef Manager.

The Commis Chef will support the Chef Manager and Chef ensuring an excellent standard of catering is provided to pupils, staff, parents, and visitors to the School.

## Main Duties

- Deliver an excellent, healthy, and nutritious food offering to pupils, staff, parents, and visitors.
- Support the Chef Manager & Chef on a day-to-day basis with the production and delivery of all meals.
- Work within the remit of all health and safety guidelines and compliance sheets.

## Key Responsibilities

### Catering

- Support the Chef Manager & Chef with the preparation, cooking and presentation of all food, to include main meals, puddings and other supplies, to the required statutory regulations and School standards
- To check deliveries and ensure all raw and cooked food is stored and labelled correctly.
- Ensure that methods of preparation and presentation comply with current recognised catering standards, food safety legislation and nutritional guidelines
- Ensure the timely service of all meals, breaks, sport fixtures and events / functions as required by the School
- To minimise resource wastage, including food & disposables.
- Provide additional support in the preparation, cooking and serving for Saturday Sport meals (on rotation with other members of the catering team)
- Support the Chef Manager with all catering for other events and functions, the majority of which will be outside of the normal working hours i.e. evenings and weekends. An example of the events are Open Days (October & February), Taster Days, PTA Evenings and Summer Concert.

### Health & Safety

- Report all accidents in accordance with school procedures
- Ensure compliance with regard to all catering aspects of health and safety legislation and the maintenance of necessary records
- Ensure appropriate control of substances hazardous to health
- Ensure that preparation and delivery of all food is in accordance with known allergy conditions within the school community
- Carry out cleaning according to the schedule provided by Chef Manager & Chef.

## Personal Specification:

### Qualifications and Experience

- NVQ Level 2 or equivalent
- Level 2 Food Safety
- Level 2 Health & Safety
- Recent qualifications on Allergen training, HACCAP would be beneficial.

### Skills and Knowledge

- A flare for cooking is essential, teamed with an interest in promoting healthy eating for all.
- Outstanding organisational skills with excellent time-management skills
- Ability to communicate effectively and confidently with all members of the School community

### Attributes

- The ability to build effective working relationships with staff and other members of the school.
- The ability to seek out and find solutions to a problem
- Flexibility in approach to people and working arrangements
- Ability to work independently and as part of a team
- High standards of 'customer service'
- Enthusiastic and willing to go 'above and beyond'
- Patience and good humour
- Empathy with young people
- Fully supportive of the aims & ethos of Halliford School.

### Safeguarding

- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.
- To adhere to school policy on safeguarding and updating training as required.

### Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

## Additional Information

### Non-contractual benefits to Staff Pension

Membership of the Support Staff 16% non-contributory pension upon completion of a successful probationary period.

### School Fee Reduction

Children of staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

### Meals and Refreshments

All staff are entitled to eat free of charge each day during term time where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality tea and coffee are also available daily from the Sixth Form Café.

### Sports Facilities

Members of staff are permitted to use the School gym and fitness facilities subject to approval from the Director of Sport.

### Travel and Visits

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff as well as students including the opportunity to travel and visit new countries.

### Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

### Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

### Other Benefits including

- Ability to register with [cyclescheme.co.uk](http://cyclescheme.co.uk)
- Personal accident insurance through the school insurers
- 24 hour counselling helpline service
- Enhanced sickness
- Staff socials
- Opportunities to join worldwide educational trips
- Occupational Health Service

## Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the Headmaster's PA. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.