JOB DESCRIPTION

Job Title: Chef

Reports To: Catering Manager

Purpose of Job: An opportunity has arisen for a friendly and enthusiastic individual to join our in-house catering team at St Hugh's school.

Hours of work: 37.5 hours per week. Predominantly working 7.00am to 3.00pm Monday to Friday. 30 minutes unpaid break each day.
Working 34 weeks + 1 additional week per year based around term time.

Job purpose: To support the delivery of high-quality, nutritious and appealing meals for pupils, staff and visitors within our busy school catering team. The successful candidate will have a particular interest and flair for baking, pastries, desserts and cakes, while contributing to all aspects of food preparation and kitchen operations.

Main Duties and Responsibilities

Food Production and Service

- Prepare and cook fresh, high-quality meals, desserts, cakes, biscuits, tray bakes and baked goods in accordance with agreed menus and recipes.
- Assist in the planning and preparation of seasonal menus that appeal to children and staff and compliment the school's menu offering.
- Support the provision of breakfast, lunch, snacks, hospitality, and occasional evening or weekend events.
- Ensure food is presented attractively and served to the highest standards.

Menu Planning

- Assist with the planning and development of seasonal menus.
- Introduce new recipes and ideas that promote healthy eating whilst maintaining pupil appeal.
- Adapt recipes to meet dietary, allergen, religious and cultural requirements.
- Minimise food waste through effective planning and stock management.

Food Safety and Compliance

- Maintain the highest standards of food hygiene and safety in accordance with current legislation and School policies.
- Ensure compliance with allergen management procedures and food labelling requirements.
- Complete all required temperature checks, cleaning records and food safety documentation.
- Maintain a clean, organised and safe working environment at all times.
- Report equipment faults, hazards, or maintenance issues promptly.

Stock Control

- Monitor stock levels of ingredients and supplies.
- Assist with ordering and receiving deliveries.
- Ensure stock is rotated correctly and stored in accordance with food safety requirements.
- Report equipment faults and maintenance requirements promptly.

Team Working

- Work collaboratively with the wider catering team to ensure smooth kitchen operations.
- Provide support across other kitchen areas when required.
- Assist in training and mentoring catering assistants or junior kitchen staff as appropriate.
- Contribute positively to the School community and uphold the School's values.

General Responsibilities

- To be familiar with all school policies and the contents of the staff handbook.
- To ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding including Child Protection Policy and Procedures at all times.
- To attend training and all staff INSET organised by the school to provide a consistent approach across the entire school staff population.
- To display correct staff identification at all times whilst on site.
- To adhere, at all times, to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Carry out any other reasonable duties as requested by the Bursar or members of the School Leadership Team.
- Constantly appraise your professional performance, participating in training courses and keeping informed of current legislations and best practice.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition,** you undertake other such specific duties which may from time to time be reasonably assigned by the Bursar or Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

Person Specification

The person specification focuses on the range of criteria required to undertake the role effectively.

Criteria	Essential	Desirable
Knowledge and skills	• Previous experience working as a chef, or cook in a commercial kitchen. • Strong baking and dessert-making skills. • Good understanding of food hygiene and allergen management. • Ability to work efficiently in a busy catering environment. • Excellent organisational skills and attention to detail. • Positive, flexible, and team-oriented approach.	• Experience of working within a school, education, or hospitality setting. • Experience producing cakes, pastries, and artisan baked goods. • Food Hygiene Certificate (Level 2 or above). • Knowledge of special dietary requirements, including allergy managements and nutritional needs of children.
Personal competencies and qualities	• The role involves standing for extended periods and manual handling duties • High levels of energy and resilience, seeing tasks through to completion. • A high level of personal presentation. • The flexibility to work additional hours/days if required.	
Other requirements	• Occasional evening or weekend work may be required to support school events. • Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults. • Empathy with the ethos, values and aims of St Hugh's. • Able to travel to St Hugh's site.	

Date created: November 2026