



Job Description

Title: Head of Kitchen (Head Chef)

Reports to: Melissa Nobrega, CEO

Start date – Ideally Monday 3rd June 2019 or as soon as after that date

Contract, hours and package –

Fixed term contract until July 2021, potentially leading to a permanent contract and subject to a probationary period.

From Monday 3rd June to 30th August 2019 – 30 hours per week, Monday to Friday, to set up the service.

From 2nd September 2019 to July 2021, 35 hours per week, term time only plus 15 days. The hours are Monday to Friday, typically 7am to 3pm.

£18 per hour, paid as a salary in 12 monthly installments and inclusive of 4% holiday allowance. Holidays are to be taken during school holidays.

Based at: Caring Cooks kitchen but also at any Caring Cooks location.

Flourish is an unprecedented new project in Jersey. This is a 2 year pilot to cook and deliver healthy and nutritious hot meals to States of Jersey's primary school children, with a view to scaling the operational model up to deliver hot school meals across the Island's States schools. Working together with the Government of Jersey, we have developed an operational model to initially cook up to 700 meals each school day which will be delivered initially to Janvrin and Samares Schools.

We are looking for a qualified and highly experienced, passionate, motivated Head Chef who can work with the Senior Leadership of Caring Cooks, to lead on developing, implementing and continuously improving the culinary vision for Flourish. The role will work within the professional standards for a Head of Kitchen from the Lead Association for Catering in Education to prepare meals in line with the School Food Standards from UK Government. You will also be responsible for innovation, menu development, cost control and compliance with the prevailing legislation, in the UK and locally.

This is a brand new role, and the Head of Kitchen will be responsible for developing this project from the ground up, from developing and creating their kitchen and equipment needed as well as recruiting a kitchen team of up to a further 5/6 staff, to support the delivery of the project which will be going live in September 2019.

Main duties and responsibilities

Food Preparation, Quality & Standards:

- To inspire and lead your team in the preparation of fresh healthy food to meet the specified standards and within a specified budget, imparting your passion for fresh, quality food.
- To prepare meals in accordance with an agreed seasonal menu cycle and to change this in accordance with the school food standards.
- To place orders for supplies to ensure that the provision is sufficient to meet requirements

- To ensure that accurate records of all of the legally defined allergens are kept and available for customers to view if required.
- To understand the needs of those pupils with special dietary requirements and ensure they are catered for.
- To work to deadlines to ensure meals are served promptly.
- To ensure that meals are presented and served in an attractive way for the children
- To ensure that work is carried out hygienically, safely and tidily and at all times within the prevailing legislative framework, i.e. HACCP.
- To help promote school lunches and uptake through taster days, parent events, newsletters, theme days and other events and methods.
- To support Caring Cooks emphasis on children's health and well-being.
- To support where possible on income generation, working with the CEO and Fundraising Manager, to identify other areas where Flourish could generate income including functions and fundraising dinners etc.
- To support on training Lunchtime Supervisors in schools to ensure current food safety regulations are met and that food is served correctly and at the right temperature
- To lead on HACCP management and report any necessary repairs to building or equipment to the relevant person

Administration:

- To work with the CEO and Operational Administrator to support financial and administrative tasks associated with ordering food and sundries, including ensuring all recipes are costed.
- To monitor, control and reduce waste and work with the schools and pupil representatives to reduce waste wherever possible.
- To regularly review and negotiate with Suppliers to ensure that Caring Cooks are paying the best price for food and sundry purchases.
- To train and develop the kitchen team on the professional standards.
- To conduct stock takes on a monthly basis and on request.

Health & Safety:

- To ensure that policies and procedures with regard to health and safety and hygiene are understood by all kitchen staff and adhered to at all times.
- To ensure cleaning schedules are carried out.
- To ensure all kitchen equipment is maintained in good condition and any faults are reported to the CEO.
- To report any complaints or incidents to the CEO.

Management:

- To ensure appropriate staffing cover at all time
- To take all necessary steps to ensure the maximum security of kitchen supplies, equipment and monies.

Conduct:

- To be familiar with all relevant school policies, rules and procedures and any changes to these, i.e. leaving and entering from the correct school entrance and exit.
- To set a standard of behaviour to colleagues which is polite, honest and friendly.
- To deal with children in a polite, professional and friendly manner at all times and to seek guidance where necessary from the Headteacher.
- To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the service

General:

- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.
- Good working knowledge of ICT
- Able to communicate clearly and effectively in spoken and written English
- Level 4 Food Hygiene qualified
- Minimum City and Guilds 706/1 and 2 or equivalent

This role is subject to an Enhanced Disclosure and Barring Check and requires 5 years residency.

You can find out more about the role by contacting Nobrega at melissa@caringcooksofjersey.com or by telephone on 07797 728807.