



An All-Through Independent Day and Boarding School for Girls in Eastbourne



The post of Second Chef

The Role

Reporting to the Head Chef and ultimately, Catering Manager, the Second Chef will achieve excellence within the service for food, hygiene and safety to all our customers and deliver the required service efficiently and economically.

Main Duties

- Prepare, cook and present food to a very high standard under the direction of the Head Chef or Catering Manager
- Supervise staff, who are allocated to kitchen duties by the Head Chef or Catering Manager
- Maintain excellent customers service for pupils, staff and visitors to the School
- Assist in the preparation of menus
- To follow the formalised operating procedures as issued, including opening and closing down of the department
- Requisition supplies for the department
- Ensure that food is prepared in accordance with required current hygiene procedures
- Maintain hygiene and cleaning standards on a daily basis ensuring safe practices are maintained within food storage, food preparation and food disposal
- Ensure that dishes produced meet the required standards of quality and presentation for service as given within the formalised procedures

- Ensure that work area is cleaned and cleared
- As and when required by the Catering Manager, carry out additional tasks concerned with the operation of the department
- Prepare and participate in special functions, which may be outside normal working hours
- Place orders when required by the Catering Manager
- Comply with health and Safety Regulations and wear protective clothing as required

Person Specification

Essential

- Good standard of education- GCSE Maths & English (or equivalent)
- NVQ levels 1 & 2 In professional cookery (or equivalent)
- Basic Food Hygiene Foundation Certificate
- Operational knowledge to plan kitchen activities and supervise the work of others
- Experience of food production involving fresh food
- Commercial kitchen experience
- Familiarity with current health and hygiene regulations
- Sound teamwork ethic
- Good communication skills
- Ability to work under pressure

Desirable

- City & Guilds 706-3
- HACCP Certification
- NVQ Level 3 in professional cookery (or equivalent)
- Intermediate/Advanced Food Hygiene

Package

Salary based on: Roedean Moira House Pay Scale, £18,000- £20,000 per annum dependent on experience.

Hours: Working 40 hours per week, five days over a seven day rota

Other benefits include:

- Contributory pension scheme after 3 months
- Remission of fees for a daughter attending the school, in line with the current policy of the Governing Body, subject to the usual standards and procedures for admission
- Free school meals whilst on duty
- Death in service benefit after 6 months

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Principal and relevant agencies.

Roedean Moira House is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to a prohibition from management check, an enhanced DBS check and a safeguarding interview.

Appointment details & how to apply

Applicants must complete the application and return it to recruitment@roedeanmoirahouse.co.uk or via post to Claire Mansel, School Office & HR Administrator, Roedean Moira House, Upper Carlisle Road, Eastbourne, BN20 7TE.

The deadline for applications is 9am, Wednesday 28 November 2018.

Due to the need to appoint quickly we reserve the right to interview at any time.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.