



# Blundell's

FOUNDED 1604

## WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Chef  
**Department:** Catering  
**Report to:** Head Chef  
**Date:** May 2022

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### ROLE

To provide safe attractively presented food in a safe environment that complies with Healthy Eating principles. Tasks will be undertaken on a shift system and communicated by the Head Chef or Catering Manager. Chefs must also be willing to assist at the many functions (both internal and external) within the School environment.

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### SUMMARY OF DUTIES

- To prepare and produce attractive, balanced and nutritious meals, safely and efficiently.
  - To serve customers and replenish counters throughout meal services.
  - To monitor waste levels.
  - To work in a clean and hygienic manner at all times.
  - To contribute to menu development and improvements in the service on a periodic basis.
  - To undertake regular training in order to fully comply with all relevant legislation.
  - To assist with function preparation and production as required.
  - To use all kitchen equipment safely and efficiently, reporting problems or issues as they arise.
  - To work within prescribed budgets and ensure that correct portion control procedures are enforced.
  - To keep all work stations clean and tidy.
  - To comply with all HACCP and Food Safety requirements and work in a safe and systematic manner.
  - To take and diligently record all temperatures of food in accordance with procedures.
  - To accept and monitor deliveries (in the absence of the Store Person or Team Leader).
  - To assist the Catering Manager as reasonably required.
  - Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the School's health and safety policy, procedures and local rules.
  - Any other duties as reasonably directed by Catering Manager or Head Chef.
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## PERSON SPECIFICATION

### Essential Qualifications and Experience

- Minimum of 2 years' experience in food production/bulk catering.
  - Basic Food Hygiene certificate
  - First class customer service skills.
  - Demonstrate knowledge of HACCP procedures.
  - Ability to work under pressure (often unsupervised).
  - Ability to prioritise and delegate where appropriate.
  - Adaptable and flexible approach to the role.
  - A good eye for detail.
  - Able to demonstrate craft skills and food production to a high standard.
  - Excellent team player.
  - Able to maintain simple records.
  - Excellent communication skills.
  - Physically fit and able to lift and carry bulky items.
  - Able to work to strict deadlines.
  - Patient, tolerant and able to maintain excellent working relationships at all levels.
  - Excellent interpersonal and communication skills.
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This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

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Please sign to acknowledge receipt of job description.

Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_