



STAMFORD

Chef

Applicant Pack





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Role Specific Supporting Information

Chef

The Stamford Endowed Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Team

SES consists of three schools around the town of Stamford. Each School has its own head chef and professionally equipped kitchen which is staffed with trained chefs who mastermind the delivery around 1600 meals a day to all the pupils with day and boarding pupils.

The Role

All food is freshly cooked on the premises using fresh seasonal and local produce, working from a termly menu the food is kept interesting with fresh ideas and within the seasons giving the pupils the best quality possible.

Our goal is to provide menus that are nutritious, varied and enjoyable, using locally and ethically produced foods and we balance this with the feedback we get from pupils and parents.

Specifically, these are the factors we consider when planning the pupils' catering -

Nutrition

We adhere to two well published schemes when planning the weekly menus.

The initiative has been set-up to encourage all to have a balanced and healthy diet by showing the different types of food we all need to eat, and in what proportions.

1. Plenty of fruit and vegetables
2. Plenty of bread, rice, potatoes, pasta and other starchy foods – choose wholegrain varieties whenever you can
3. Some milk and dairy foods
4. Some meat, fish, eggs, beans and other non-dairy sources of protein. Just a small amount of foods and drinks high in fat and/or sugar

The 5 A DAY scheme

We strongly believe in the 5 A Day scheme and ensure all our menus have fresh vegetables within them, and plenty of fruit either within the meal content, or simply available in fruit bowls.

Variety

At SES boarding catering for three meals a day, seven days a week, it is easy for meals to become repetitive; however, we ensure that pupils are offered the opportunity to try something new on a regular basis. Each week a new dish is tried and tested, with inspiration and recipes being obtained from many sources.

Pupil Feedback

We listen carefully to the feedback we get from pupils, whether it is received directly via the Kitchen Manger or from the House food committees. If a meal is not well received within the School, it will not be repeated. Pupil feedback is essential in planning menus, and all of the House Chefs take pride in the meals they produce. Meal suggestions from pupils often make their way on to the menu.



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Working for the Stamford Endowed Schools

Hours of Work	<p>37.5 hours per week, with a 30-minute unpaid lunch break.</p> <p>Monday to Thursday 10:00 – 18:00 Saturday 09:00 – 17:00</p> <p>During the School holidays there could be flexibility in the shift times. A term time only shift pattern could be considered, in this case salary and annual leave would be at a pro rata amount.</p>
Remuneration	<p>£23,400 per annum</p>
Working Arrangements	<p>52 weeks per year</p>
Annual Leave	<p>25 days annual leave rising to 28 days after 5 years' service, 10 public holidays which includes 2 additional SES holiday days.</p> <p>During the Christmas break the school will be closed for a period during which 2 or 3 compulsory annual leave days are taken - confirmed dates will be advised each year.</p>
Probation	<p>There is a 6-month probationary period</p>
Other Arrangements	<p>We also offer:</p> <ul style="list-style-type: none"> Excellent working conditions A free school lunch during term time periods* Support for training and development and an annual review programme Access to an Employee Assistance Programme for staff. 24:7:365 advisory telephone advice service and telephone counselling Contributory Pension Scheme with employer contributions Access to SES car parking facilities A programme of Stamford Lectures and other staff social events <p>*Non-contractual arrangement</p>



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Job Description

Job Title: Chef

Reporting to: Kitchen Manger & Head of Catering and Domestic Services

Responsible for: n/a

Core Purpose

To assist the Kitchen Manger and The Head of Catering and Domestic Services in the production and service of meals throughout the working day. To undertake some supervision of staff as and when required. As part of the role, you may be required to work across the three sites in line with the operational needs of the department.

Key Responsibilities

1. To be a hands-on active chef, to be organised and have the ability to multitask.
2. To be able to work confidently in all areas of the kitchen, cooking for all scheduled mealtimes.
3. To follow the meus and be responsible for preparing cooking and presenting food to the standards required by the department (including vegetarian and dietary alternatives for those concerned) using fresh and seasonal ingredients.
4. To control portion size and assist in keeping records of all kitchen waste (not plate).
5. In the absence of the Head Chef take responsibility for the kitchen team, maintaining this efficiently and effectively.
6. To assist with development and motivation of the team. Promote efficiency, budget awareness, school standards and commitment to simple, modern, fresh cooked food.
7. To demonstrate a positive working style with an enthusiastic, committed, and flexible attitude. Promote the importance and benefits of effective teamwork.
8. To assist with the supervision of employees in compliance with Health and Safety Policy within the kitchen team, championing 'best practice' and providing assistance and advice where required.
9. To take receipt of deliveries checking and storing them adopting the first in first out system used in the department.
10. To be responsible for notifying the kitchen Manager when stock is running low.
11. To place orders and liaise with suppliers.
12. To ensure the kitchen delivers the required level of service and food at all times.

13. To ensure School policies relating to allergens and dietary requirements, are being followed.
14. To instruct staff, where appropriate, in the correct use of cleaning schedules to ensure that the kitchen, dining room and ancillary areas are kept spotlessly clean.
15. To follow inspection process for opening and closure of the production and service areas.
16. To follow the guidelines of waste management systems.
17. To notify the kitchen manager if there are signs of pests or health and safety.
18. To complete as instructed and trained in the correct and safe operation of all equipment and chemicals.
19. To undertake food production in line with legal requirements with HACCP.
20. To assist in keeping records including numbers fed/temperature controls/waste and all other food and health and safety documents required by law.
21. To provide excellent customer service
22. Attend / liaise with pupil food council committees.



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Person Specification

Criteria	Essential	Desirable
Qualifications	<p>Basic standard of numeracy and literacy</p> <p>NVQ Level 2 or 3 in Catering/City and Guilds 706/2 (or equivalent qualification/experience)</p>	<p>Level 3 food safety certificate</p>
Knowledge & Experience	<p>Previous experience in a similar role</p>	<p>Experience of supervising a small team</p>
Key Skills	<p>General skills in advanced food preparation</p> <p>Good knowledge of Allergens and Dietary Requirement</p> <p>Kitchen and food hygiene skills</p> <p>Skilled in using general kitchen equipment</p>	<p>Experience in writing menus and training staff</p> <p>Restaurant experience</p>
Other Attributes	<p>Hold satisfactory DBS clearance at an enhanced level.</p> <p>Able to work as part of a team.</p> <p>Some flexibility around working hours to meet the operational demands of the catering service.</p> <p>Confident with the customer</p>	



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Candidate Information about Stamford Endowed Schools

Comprised of Stamford School, Stamford High School and Stamford Junior School, the Stamford Endowed Schools offer continuity of education for girls and boys aged 2-18. Under our 'diamond structure', teaching is co-educational at the junior level and in the Sixth Form, but single sex in the GCSE years. This allows us to tailor the curriculum to best suit our pupils and allows boys and girls to be themselves in the classroom.

The Schools have a history of academic success. We want our pupils to develop a lifelong love of learning, which is reflected in the 'Independent Learning, Intellectual Curiosity' ethos that is woven into all elements of the curriculum. Academic life is complemented by a rich extra-curricular provision which gives pupils the chance to pursue their interests across a diverse and extensive range of activities.

Boarding at the Schools was rated as 'outstanding' in the last inspection and 10% of our pupils enjoy life in our five boarding houses. The high-quality provision is indicative of the commitment to pastoral care throughout our three Schools.

The town of Stamford was recently voted 'Britain's Best Place to Live' by the Sunday Times and provides a wonderful place in which to work. The Schools are an integral part of the town community and have educated its children since 1532. Transport links are excellent, and London can be reached by rail or road in just over an hour.

Further details can be found on the Schools' website (www.stamfordschools.org.uk)

This information should be read in conjunction with the Application Form Explanatory Notes in the document section of the online advert.