



SINCE 604 AD

KING'S SCHOOL
ROCHESTER

Job Description

Post title: **Chef de Partie**

Reporting to: Executive Chef/School Chef

Hours of work: This is a term-time only position with occasional weekend/evening working at any venue as requested by your Line Manager as and when required. Overtime may be required and will be paid at flat rate. Working time will not exceed 48 hours per week - including weekends.

Normal hours of work will be 6 days per week – 10.00 am to 7.30 pm (9.5 hours with a 30-minute break), Monday-Friday and 10.00 am to 8.00 pm (10 hours with a 60-minute break) on Sundays (inclusive).

In addition:

- Required to work 6 days per annum (1 day every non-term time) to ensure that kitchens/dining areas are ready before the pupils return, days to be confirmed with the Executive Chef (included in salary);
- Up to 12 days during the summer break for up to 10 hours per shift (this is subject to change for which you will receive at least one month's notice) at hourly rate;
- You will be required to work all official school functions which may be outside of your normal working hours and will be paid at hourly rate;
- You may be required to work outside of your normal working hours, weekends and non-term time for events such as staff training/meetings and paid at hourly rate;
- Overtime will be paid at flat rate (unless increased at the discretion of your line manager)

Introduction

King's School, Rochester is the oldest choir school and the second oldest school in the world.

There has been a school on the Cathedral Foundation since 604 AD, but the name of 'King's School' dates from the Reformation. King Henry VIII appointed a Dean and Chapter, a full choral establishment and 'twenty scholars to be taught Grammar', together with a Headmaster and Under-Master of the Cathedral Grammar School.

The School now has 640 pupils between the ages of 3 & 18, with 60 boarders. The Senior School provides for pupils between 13 & 18, and consists of 270 boys and girls, there is a Preparatory School for the ages 8 to 13, a Pre-Preparatory School for those aged 3 to 8 and a Nursery. Although the School is comparatively small, it has a strong academic tradition; nearly all the pupils continue to A Levels and go on to university.

The School is situated in the most historic part of Rochester, adjacent to the Cathedral and Castle. However, it is within easy reach of the country and is only thirty miles from London. The School enjoys an idyllic setting within the heart of historic Rochester. The buildings, many of which are listed, occupy a widespread campus set around the Castle and Cathedral. King's is a Christian school, which is part of the Foundation of the Cathedral which it uses daily as its Chapel. Although candidates need not be Anglicans, it is important that they should feel sympathy with the Christian tradition of the School.

Job Purpose

To produce all catering services at the required times to the School's standards, within the agreed specification and to the agreed performance, qualitative and financial targets. To take responsibility for the unit and ensure the smooth running of a catering department

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- To be able to cook and bake at a large scale for pupils and staffing.
- Lead and manage the kitchen in the absence of the Executive Chef/School Chef.
- Deliver nutritional meals whilst managing cost margin targets.
- Develop a suite of written materials that outline the menu plans and how to create them.
- Raise income for the school through food provision if appropriate.
- Recommend and promote new menu ideas and create inspiring dishes that pupils will wish to purchase.
- To be aware of and understand the Schools policy in respect of ingredients, ordering and ensure all kitchen staff understand and employ these policies consistently.
- Ensure the Executive Chef/School Chef is aware of any ordering that is required so that this is placed in advance and monitored upon delivery. To unload deliveries from suppliers and check deliveries against orders ensuring any errors are reported to the supplier immediately, noted, rejected and returned.
- Record and maintain accurate data for all commodities on the unit stock sheets. Through the effective use of School documentation ensure that all relevant control procedures are in place to deliver accurate production records and effective waste management.
- To ensure the entire kitchen team are aware of their responsibilities in respect of health and safety in the workplace and the School's food hygiene management system is in place and fully understood by all the team within your kitchen.
- Ensure that the kitchen staff comply with the policy on personal hygiene and uniform.
- To ensure cleaning duties are operational throughout the food production and service areas on a daily basis.
- To attend all necessary training sessions to develop your own potential and enable your progress in the School as well as any meetings as requested.
- Ensure that any staffing issues are dealt with immediately and staff are aware that the Executive Chef/School Chef will be informed of such events.
- Manage the quality and hygiene of the food cycle from preparation through to delivery.
- Ensure that all costs and expenditure are within the budgeted levels agreed
- Ensure food presentation is to a high standard.
- Ensure due diligence book is adhered to and completed.
- Report any faults of equipment to management, ensure they are rectified and ensure equipment is not used until safe.

- Attend to and take all necessary action, statutory or otherwise, in the event of incidents or accident, fire, theft, loss, damage, unfit food, or other irregularities and inform your unit manager immediately.
- Comply with any reasonable instruction from your line manager within the agreed deadline.
- Comply with all School policies/procedures, site rules and regulations
- To adhere to all relevant hygiene, Health & Safety Policies, for yourself, staff, customers and visitors.
- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information including pay.
- If required, ensure that all cash is accounted for at the end of each trading day and close the till to allow for daily/weekly takings to be recorded.
- If required, operate the till and card reader system.

Person Specification

The post holder should be able to demonstrate the following:

	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Basic English language. • Minimum of 3 years' experience managing a large-scale kitchen within an educational setting. 	Level 2 Award in Food Safety in Catering.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Ability to manage a team of staff. • Ability to order the correct amount of food in accordance with demand. • Be able to complete effective Food Production and waste management. • A thorough understanding of kitchen procedures. • Cooking experience of a large scale within an educational setting. • Baking within a large scale within an educational setting. • Cleaning experience. 	<ul style="list-style-type: none"> • COSHH training. • Manual handling training.
Skills and abilities	<ul style="list-style-type: none"> • Ability to manage time effectively, be flexible to changing demands of the post. • Forward planning skills. • To be an active member of the team and support colleagues. • Basic computer skills. 	
Personal qualities	<ul style="list-style-type: none"> • Committed to achieving high standards of cleanliness and hygiene. • High personal hygiene standards. 	

Salary

£Competitive, plus benefits, to be discussed at interview.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the School. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

Method of Application

Applications will only be accepted on the King's School, Rochester application form, with a covering letter and CV (if available) which should be sent as soon as possible to Mrs Katie Simmons, Director of Operations, King's School, Rochester, Satis House, Boley Hill, Rochester, Kent ME1 1TE, or by email to ksimmons@kings-rochester.co.uk

Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found.

King's School, Rochester is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

King's School, Rochester is committed to safeguarding and promoting the welfare of children and fulfils all its responsibilities under current Child Protection and Safeguarding legislation in accordance with good practice in the care of young people, especially those living away from home. We expect all staff and volunteers to share this commitment.

Candidates will be expected to undergo Child Protection screening appropriate to the post including Disclosure and Barring Service checks and allow checks on their background and identity including checks with past employers and suitable referees.

The appointment will be conditions upon successful outcomes of these checks and also on a successful Enhanced DBS and Children's Barred List check.

The School has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will provided in the invitation to interview.