

<b>Post:</b>	Prep cook/Commis chef
<b>Line Manager:</b>	Head chef
<b>Hours of Work:</b>	Monday – Friday 9am – 5.30pm, term time
<b>Salary:</b>	Depending on experience
<b>Start Date:</b>	As soon as statutory checks are complete
<b>Location</b>	Dean Close Senior School, Cheltenham, Gloucestershire.

### The Role

You will be predominately working Monday to Friday, 9am – 5.30pm assisting in the production & preparation of fresh ingredients. You will have good knife skills and be able to work well and take instructions from a solid, united Chefs brigade.

### Duties

#### Food

- To assist, when required in ensuring that all deliveries accepted are of the highest possible standard.
- To ensure that all food is prepared and presented to the highest possible standards, whilst adhering to all requirements and regulations as set out in the Schools' Food Hygiene and Health & Safety Manuals.
- To ensure all food is ready for service at the times stated.
- To assist, when required, all food is appropriately garnished prior to service.

#### Health, Safety & Hygiene

- To ensure the Catering Department & Schools standards for these areas are met in full.
- To be aware of all policies and procedures, using the reference manuals provided.
- To assist in implementing and monitoring cleaning schedules, ensuring the highest possible standards of hygiene and cleanliness are maintained.
- To comply with the standard of dress and ensure that correct, pressed uniform is worn at all times whilst on duty; that includes shoes, hats and jewellery restrictions.

#### Administration

- To record the daily production, ensuring correct submission.
- To ensure that all food hygiene documentation is recorded checked and filed.

#### Person Specification

- Previous recent experience working in a busy kitchen environment
- Be loyal, honest, trustworthy and reliable
- Enthusiastic, highly motivated and well-organised
- Confident, proactive with a helpful and flexible approach
- Able to demonstrate initiative and creativity
- Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach
- Ability to communicate effectively with all colleagues

- Strong desire to improve knowledge

#### Terms and Conditions

- 20 days and the usual 8 days Bank Holidays. Three/Four days holidays must be retained for the period between Christmas and New Year. Any additional Bank Holidays that fall in term time are normal working days
- Health cash plan
- Community events
- Free three course lunch, during term time
- Free onsite parking
- Use of the gym and swimming pool, at specified times
- Discounted Bacon Theatre tickets
- Company sick pay entitlement
- Company pensions contributions
- Discounted golf fees at Brickhampton Golf Club

#### All staff are expected to

- Work towards and support the Dean Close Foundation stones/values of love, courage, contribution allowing pupils and staff to flourish.
- Demonstrate and develop the following skills:
  - Critical Thinking
  - Compassion
  - Creativity
  - Collaboration
  - Communication
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

#### How to Apply

Applicants must complete a Dean Close Foundation application form in order to be considered.

***The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***