Role Description

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| Job Title | Head Chef |
| Reports to | Facilities Manager  |

**Job context**

Maidwell Hall is a co-educational boarding and day school, educating pupils from Reception through to Year 8. Situated in a beautiful part of Northamptonshire, pupils at Maidwell Hall are encouraged by a dedicated team of staff to make the most of the 40+ acres of parkland, woodlands, lake and sports fields. At the heart of the school estate is a 17th century manor house, and all these factors combine to provide the perfect place for young children to learn and grow throughout their formative years.

With a Pre-Prep which opened in 2020, Maidwell Hall is growing and currently educates 151 pupils: around 50% of pupils fortnightly or flexibly board. In September 2022, Maidwell Hall joined the Uppingham Group of Schools (UGS), and the recent merger starts the school’s next chapter, which will arguably be its most exciting and ambitious.

The school’s extensive gardens cover approximately 54 acres together with the main building and Pre-Prep Building. The team strives to achieve quality grounds and buildings through the maintenance, development, and improvement of all areas.

**Job purpose**

We are looking for a committed, experienced, and passionate Chef Manager to join the catering team at Maidwell Hall.

**Your accountabilities**

Note: this section is a guide to the nature and principal duties of the position as they currently exist and is not intended as a comprehensive list.

* Management of a single large kitchen with a team of Chefs and Assistants
* Ensure tasks are appropriately allocated so teams are fully utilised and food preparation activities are delivered using standard recipes
* Responsible for ensuring efficient execution and delivery of food in line with the daily menu
* Maintain integrity of the catering offering; responsible for maintaining food quality and integrity of items at all times
* Accountable for stock flow and rotation of product within the unit
* Overall accountability for the performance of the Food Preparation team, including performance monitoring, record keeping, recruitment and development.
* Lead the team to use best practice Food Production techniques.
* Determine the food offering to ensure it meets the customer demands and is profitable
* Handle customer complaints
* Maintain communication with all team members and third parties as required e.g. client contacts
* Ensure team meetings and daily briefings take place for all food items, necessary information and any critical updates in partnership with the Unit Manager
* Direct and coach team members to learn procedures and standards for all kitchen tasks, ensuring all training and development needs are met
* Ensure complete compliance with food safety and health and safety legislation
* Manage incidents, near misses and health & safety issues
* Ensure shift opening and closing checklists are maintained
* Maintain good working relationships with all members of the team
* Performance monitoring, record keeping, recruitment and development for direct reports

**Qualifications, skills and experience, personal qualities required.**

**Qualifications**

Desired: NVQ Level 3 – Culinary or equivalent

Food Hygiene Certificate – Level 3 (intermediate)

Food Production Management System training

**Experience**

Previous experience managing a team of chefs in a busy kitchen environment

Previous experience in a client facing role or retail branded environment

**Competencies**

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| **Technical** | * PC skills (Word, Excel, Powerpoint) including confidence to use bespoke databases and internet applications
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| **Leadership** | * Self motivated
* Adaptable / flexible
* Ability to motivate others
* Leads by example
* Coach/Mentor/Develop
* Problem Solver
* Integrity
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| **People**  | * Customer focused
* Communicator
* Cooperative and supportive of others
* Approachable
* Enthusiastic
* Able to prioritise and delegate
* Build & maintain customer relations
* Empathetic
* Conflict management skills
* Cooperate and support others
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| **Behaviours / Attitudes** | * Passion for food
* Quality focused
* Effective team builder, team builder and manager
* Ownership and accountability
* Positive attitude
* Enthusiastic
* Coordination skills
* Speed and diligence.
* Willingness to learn.
* Confident
* Relationship builder
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| **Financial Acumen** | * Excellent understanding of catering finances such as costing, production, yields, wastage, as well as employee schedules and payroll
* Ability to compile reports
* Fully conversant in Food Production Systems
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| **Direct Reports / Span of Control** | [Assistants / Chefs / Senior Chefs] |

**Working hours**

 40 hours per week

40 weeks per year

Shifts ranging from 5am – 9pm on a 5 from 7 rota TTO+

**Salary**

£31,137 per annum – Term Time Only+

**Benefits**

* Free Meal on duty
* Free Parking
* Free uniform and safety shoes provided
* Free Westfield Healthcare
* School fee discount for children of Maidlwell staff.
* Retail, gym, supermarket, cinema and restaurant discounts
* Cycle to work scheme
* Employee Assistance Programme.
* Occupational Health Services
* Free annual flu jabs
* Recognised as a “Disability Confident” employer
* Recognised as a “Mindful” employer

**Probation period**

Six calendar months.

**Pension scheme**

Defined contribution scheme: employee contribution matched by School by factor of

two, up to 10% maximum

**Safeguarding**

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school’s safeguarding (child protection) policy 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 they must report any concerns to the school’s Designated Safeguarding Lead (DSL) or to the Headmaster.

**Note**

This Job Description is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by Maidwell Hall from time to time.

Signed…………………………..