



URSULINE HIGH SCHOOL

CHEF

JOB DESCRIPTION

Post Title: Chef

Grade: ME4, point 4, £29,025 FTE per annum (paid pro rata).
25 hours per week for 38 weeks per year (term-time only),
Equating to actual salary of £17,567 per annum.

Responsible to: The Catering Manager

Date: June 2026

Working Schedule: 25 hours per week - Monday – Thursday 8:00am – 2:00pm (30-minute break) & Friday 10:30am – 1:30pm

Responsible for: Supporting the delivery of a high-quality, efficient, and customer-focused catering service for all students, staff, and visitors.

Job Purpose

To assist in the preparation, cooking, and service of nutritious, well-presented meals, ensuring food safety, hygiene, and service standards are consistently met. The post holder will support kitchen operations, contribute to menu delivery, and help maintain a safe, clean, and organised working environment.

Key Duties and Responsibilities

Food Preparation & Cooking

- Prepare and cook a variety of hot and cold meals, including vegetables, salads, desserts (hot and cold), and baked goods.
- Assist with daily food and ingredient preparation, including batch cooking to support efficient kitchen operations.
- Support the preparation and presentation of grab & go items, snacks, salad bars, and fresh fruit selections.

- Assist with menu preparation, including adapting dishes to meet dietary, allergen, and cultural requirements.
- Support portion control to ensure consistency and minimise waste.
- Contribute menu ideas, seasonal food preparation, and continuous improvement of food offerings.
- Ensure all food is prepared, cooked, and presented to a high standard.

Food Service & Customer Experience

- Serve food in a professional, friendly, and efficient manner.
- Maintain attractive and well-stocked food displays and counters.
- Provide basic product knowledge and assist customers with enquiries, including allergens.
- Support the operation of cashless payment systems where required.
- Promote a positive dining experience for all customers.

Food Safety, Hygiene & Compliance

- Follow all Food Safety, Hygiene, and Health & Safety regulations in line with current legislation (e.g. Food Standards Agency guidance).
- Maintain a clean-as-you-go approach at all times.
- Ensure correct storage, handling, and labelling of food (including temperature control).
- Complete and maintain records such as:
 - Temperature logs
 - Cleaning schedules
 - Food wastage records
- Assist in allergen management and compliance with Natasha's Law (PPDS requirements where applicable).

Cleaning & Kitchen Maintenance

- Clean kitchen areas, equipment, and utensils in line with cleaning schedules and manufacturer guidelines.
- Ensure all work areas are kept tidy, safe, and hygienic at all times.
- Assist with daily cleaning duties, including end-of-day kitchen closure procedures.
- Dispose of waste in accordance with departmental procedures, including recycling and food waste separation.
- Support deep cleaning tasks and maintain high kitchen hygiene standards.

Stock Control & Deliveries

- Check incoming deliveries for quality, accuracy, and temperature compliance.
- Ensure stock is rotated using FIFO (First In, First Out) principles.
- Store goods appropriately and safely.
- Assist with stock takes and reporting shortages or discrepancies.

- Support ordering in the absence of the Catering Manager, where required.

Equipment Use & Safety

- Operate all kitchen equipment safely and efficiently.
- Report any faults or maintenance issues promptly.
- Follow safe systems of work and manual handling procedures.

Teamwork & Flexibility

- Work collaboratively as part of the catering team to deliver an efficient service.
- Support the Catering Manager with daily service preparation and operational tasks.
- Support colleagues during busy periods and across different kitchen areas.
- Be flexible with working hours when required to meet service needs.
- Participate in training sessions, meetings, and development opportunities.

General Responsibilities

- Maintain a professional and positive attitude at all times.
- Transport food and supplies safely around the site when required.
- Contribute to a safe working environment for staff and customers.
- Support sustainability initiatives, including reducing waste and energy use.
- Carry out any other duties appropriate to the role as requested by Catering Manager.

Accountabilities

- Deliver a high standard of food quality, safety, and customer service.
- Ensure compliance with all relevant policies, procedures, and legislation.
- Support the effective and efficient operation of the catering service.
- Contribute to continuous improvement and service development.

Any Other Duties

1. Undertake any other duties required that are commensurate with the grade.
2. Work within the ethos and values of the school in a positive, supportive, and professional manner.
3. Undertake additional responsibilities as required by the Headteacher or Line Manager.
4. Comply with Ursulines safeguarding and child protection policies at all times, ensuring any concerns regarding the welfare of students are reported promptly to the Designated Safeguarding Lead (DSL) or appropriate senior staff.