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**Chef**

**Job Description**

**Post Title**: Chef

**Working Pattern**: The post is full-time (52 weeks). Overtime, as agreed in advance with the School will be paid at normal rate or may be taken as time of in lieu as agreed with the Bursar.

**Hours:** 40 per week (7am to 4pm)

Unpaid lunch break (1 hour)

5 weeks paid annual leave - excluding bank holiday and statutory days.

Unless expressly consent is given by the Bursar, all holidays must be taken during the School Holidays.

**Location**: Catering Department, Orley Farm School, Harrow

**Responsible to**: Head Chef, Sous Chef

**Post Objective**: To provide the day to day support to the needs of the Head Chef and effectively assist the Head Chef in the operation of the Catering Department. The Chef is primarily responsible for the day-to-day functions detailed below and will be expected to perform such other reasonable tasks as requested in the course of their duties.

**Other Considerations:** You will be expected to observe and ensure safe working practices in carrying out the required duties and ensure that instructions are adhered to.

**Duties and Responsibilities**

**General Responsibilities:**

1. Cook breakfast daily.
2. Prepare and cook allergy menu daily, separating ingredients to avoid cross-contamination.
3. Daily Mise en Place, freshly prepared and on time.
4. Make fresh bread daily.
5. Liaise with delivery drivers, take in goods, check condition and date of goods supplied, check off against delivery note.
6. Ensure all stock supplies are kept under optimum condition, storage of supplies and stock rotation of those supplies.
7. Stock takes of chilled and frozen supplies at end of week.
8. Record temperatures for fridge, freezer and blast chiller daily.
9. Ensure dishes are being prepared to the correct recipe and to the correct quantity.
10. Ensure dishes reach the hot plate correctly garnished, the correct portion size, presented on the correct serving dish.
11. Ensure that any anticipated shortages are communicated promptly to the head chef or sous chef.
12. Ensure all over produced food items are stored, labelled and dated.
13. Ensure that your section is being kept clean and tidy at all times. Clean as you go.
14. End of day clean – clean fryers, combi ovens and sweep floor.
15. End of week clean - clean fridge/freezer - mop floor. Wipe walls behind work stations.
16. Carry out end of day checks.
17. To deputise in the sous chef absence and take charge of the kitchen when directed to do so.
18. To attend training courses when required.