



JOB DESCRIPTION

Sous Chef

Reports to	Chef Manager
Working Pattern	Term Time Only, Monday to Friday, 8:00am to 4.00pm, with a 30 minute unpaid break
Location	Orley Farm School
Salary	Will range from £19,000 to £21,150, dependent on experience and qualifications
Benefits	Generous Company Pension Scheme and free onsite parking.

Background

Orley Farm School is a leading co-educational independent preparatory school set in 34 acres on beautiful grounds. We are a friendly, stable and caring community, proud of our academic achievements and dedicated to bringing out the full potential of each of our 500 pupils.

The Role

Work alongside the Chef Manager to manage daily kitchen activities, including overseeing staff, aiding with menu preparation, ensuring food quality and freshness, and monitoring ordering and stocking. Provide meal quality and consistency by following designated recipes.

Duties and Responsibilities

The job description is subject to change. The post holder is expected to undertake such other duties within their capabilities and that may be required by the Line Manager.

- Leads kitchen team in the Chef Manager's absence.
- Provides guidance to other kitchen staff, including guidance on cooking and food preparation.
- Oversees and organises kitchen stock and ingredients.
- Ensures a first-in, first-out food rotation system and verifies all food products are properly dated and organised for quality assurance.
- Keep cooking stations stocked, especially before and during prime operational hours.
- Manage food and product ordering by keeping detailed records and minimise waste. Work with existing systems to improve waste reduction and manage budgetary concerns.
- Supervise all food preparation and presentation to ensure quality and standards.
- Work with the Chef Manager to maintain kitchen organisation, staff ability, and training opportunities.
- Verify that food storage units all meet standards and are consistently well-managed.
- Assist Chef Manager with weekly menu creation.
- To prepare and cook allergy menu daily, separating ingredients to avoid cross-contamination.

- To understand the business needs and requirements.
- To employ food safety best practices and make sure that all kitchen staff members do the same.
- To ensure the highest standards of cleanliness are maintained within the kitchen.
- To assist maintaining all legal health, hygiene and safety records.
- To input new ideas and food styles to assist in maintaining consumer satisfaction.
- Ensure that all policies and procedural requirements of both legislation and the school are adhered to in order to promote a professional and forward approach at all times.
- Ensure that the correct uniform is worn neatly and cleanly at all times.
- Ensure that details of any accidents or near misses are reported to the Chef Manager immediately.
- To carry out all reasonable tasks expected by management.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's child protection officer or to the Head (if different).

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NVQ qualification or equivalent. • Level 2 Food and Hygiene Certificate 	
Knowledge and Skills	<ul style="list-style-type: none"> • 2+ years' experience as a Sous Chef • Knowledge of health and safety and other legislations that are required in the kitchen. • Able to work in a fast-paced environment and an ability to remain calm under pressure are essential. • Understanding of relevant policies and procedures. • Dedicated to food quality and control. • Strong knowledge of proper food handling and sanitation standards; food hygiene certificate. • Ability to plan ahead • Excellent communication skills, both verbal and in writing. • Ability to communicate with people at all levels. 	<ul style="list-style-type: none"> • Understanding of COSHH • Experience of working in a School environment. • Experience with stock takes and ordering.

	<ul style="list-style-type: none"> • Ability to work as part of a team. • Good knowledge and ability to use MS Word and Excel. 	
Attributes	<ul style="list-style-type: none"> • Ability to work independently and as a team member, taking instructions and direction. • Be a quick learner and have the ability to follow instructions. • Efficient and self-motivated. • Disciplined and organised with the ability to work under pressure and manage their own time. • Able to react calmly and quickly in an emergency. • Reliable, punctual and honest. • Flair and innovative with food presentation • Smart clean appearance, very high standard of personal hygiene. 	
Training	<ul style="list-style-type: none"> • The successful candidate will be required to complete child protection training online (arranged by the school) where they have not already received training in the past two years. 	

How to apply

Please send your completed application form to:

Purvi Patel, HR Administrator
Orley Farm School
South Hill Avenue
Harrow,
HA1 3NU

Or alternatively, email to: hr@orleyfarm.harrow.sch.uk