



MERCHANT TAYLORS'  
School

**JOB DESCRIPTION**

<b>FUNCTION:</b>	Support Staff
<b>JOB TITLE:</b>	Chef/School Cook
<b>REPORTS TO:</b>	Catering Manager

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**THE SCHOOL:**

Merchant Taylors' School is a large Independent Boys' School, situated in 286 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 340 boys, while the Senior School has some 890 pupils. The School employs over 140 teachers and 160 Support staff across Merchant Taylors' School.

**PURPOSE & SCOPE OF JOB:**

To ensure food is prepared and presented in accordance with School standards, timings and needs. To ensure Food Hygiene and Health & Safety standards are maintained.

**DUTIES INCLUDE:**

- Produce food required for the day's menu to the required standard.
- Ensure food, as per menu, is available for service times and is portioned and garnished.
- Replenish service counters where necessary.
- Ensure knowledge of the operation of any kitchen equipment you are required to use, and apply accordingly, utilising all safety measures.
- Assist with mis-en-place for the following day's menu.
- Assist when necessary in food preparation for any function.
- Discuss the next day's menu with the Head Chef/Senior Sous Chef
- Assist where necessary, in the cleaning of work services, storage areas, utensils and equipment.
- Check deliveries for quantities and quality when necessary. Check and record temperatures and cleanliness of delivery vehicle.
- Comply with Health & Safety Regulations and Fire Policy, reporting hazards to Management
- Maintain School hygiene standards and follow the HACCP system in place. Ensure all food in fridges are correctly labelled. Ensure correct chopping boards are used for each job.
- Assist other staff in the completion of their duties where necessary
- Promote good relationships with other staff members and with customers.
- Attend internal meetings as detailed by your Line Managers.

## MERCHANT TAYLORS' SCHOOL

### Chef/School Cook

#### GENERAL TERMS & CONDITIONS

##### PERSON SPECIFICATION:

- City & Guilds 706 1&2 or equivalent NVQ in Food Production and Preparation qualification essential
- Hygiene certificate
- Able to work under pressure and to demanding deadlines
- Willingness to work as part of a team.
- Hard working and self motivated
- Reliable and punctual
- Well presented with good personal hygiene
- Good communication and interpersonal skills required to deal with staff, pupils and visitors.

*It is 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 and to adhere to and ensure compliance with the School's Safeguarding Policy Statement 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 s/he must report any concerns to the Head Master*

##### GENERAL CONDITIONS:

<b>Start Date:</b>	October 2019
<b>Hours:</b>	Monday – Friday, 7.30am – 3.00pm 37.5 hours per week (Term time only)
<b>Salary:</b>	£14,434 - £16,672 per annum dependent on qualifications, skills and relevant experience
<b>Holidays:</b>	4 weeks paid holiday to be taken during school holidays.
<b>Other Benefits:</b>	School Pension Scheme (Contributory) – following qualifying period and subject to eligibility criteria  Use of School leisure facilities  Lunch provided free of charge when the School Catering Dept. is open.  Free Onsite parking

*September 2019*