

The Pilgrims' School

JOB DESCRIPTION

Job title: Assistant Chef/Cook
Location: Winchester
Type of role: Permanent
Reports to: Executive Chef

Working Hours will be:

- Thursday 6.30am-1.30pm
- Friday 6.30am-1.30pm
- Saturday 6.30am-6.30pm
- Sunday 7.30am-6.00pm

However, these hours have the potential for some flexibility. There will also be the requirement to work additional hours to cover evening functions etc.

The School

The Pilgrims' School is a leading, selective, day and boarding boys' prep and double choir school, in a beautiful and historic 'city meets country' setting in Winchester. It is a vibrant, lively school where boys aged 4 to 13 are encouraged to find their passions and nurture them, whether that be in the classroom, science lab, music room, art room, sports fields, at Forest School or beyond.

Nestled between Winchester Cathedral, Winchester College, and Wolvesey Palace, the School occupies a superb site in the historic Cathedral Close. We enjoy the use of the picturesque Wolvesey playing fields and the sporting facilities of Winchester College. With our Choral foundations, the School encourages musical achievement in all its pupils, but also excels in academic endeavour, sport and the arts. We enjoy an enviable local and national reputation.

For a flavour of the School and further information about us please visit our website at www.thepilgrims-school.co.uk.

Purpose

To assist in the delivery of a first-class food service and equally high standard of catering provision to pupils, staff and occasionally parents and guests, ensuring that the Catering Department creates a selling point for the School. Enthusiasm and commitment are key requirements in this role.

Key responsibilities

- To work with the catering team to deliver a first-class level of service to pupils and staff in the preparation of all meals: breakfast, lunch and supper (approx. 250 pupil lunches and 80 pupil breakfast/lunches, with reduced numbers at the weekend)
- Assist in the preparation of match teas and other hospitality events
- Liaise with the catering team to provide a balanced nutritious diet, making the best use of available fresh foods
- Maintain accurate HACCP records and ensure all staff are working to the HACCP guidelines

- Help to manage special dietary requirements for pupils and staff, with particular attention paid to allergy management
- To ensure that all food stuffs are correctly stored, labelled and covered in all areas of the catering department
- Check food deliveries, monitor stock levels, ensure stock rotation and complete stock checks on a regular basis
- To maintain and keep clean the kitchen and catering environment

Health and Safety & Hygiene

- Ensure statutory H&S standards are maintained in the kitchen and dining areas
- Ensure that the overall cleaning of the kitchen/dining areas is carried out effectively
- Report immediately to Catering Manager, any illness of an infectious nature or accident incurred by a pupil or member of staff
- Understand and ensure implementation of the School's H&S Policy and emergency procedures, promoting safe working practices in all areas

The responsibilities outlined above do not form an exhaustive list and may be subject to modification at any time

Person specification

- Experience of working in a similar role for at least two years, preferably in an education setting
- Qualified to a minimum of Level 3 for Food Safety
- High professional standards and enthusiasm for the industry
- Understanding the requirement for flexible working patterns, which will include weekend working and some cover of evening functions
- Self starting individual, ability to work on own in the kitchen at weekends as required
- Ability to communicate effectively with other catering team members as well as pupils and staff

To apply for this role, please send a completed application form to kdennett@pilgrims-school.co.uk

Recruitment Policy

The Pilgrims' School is committed to providing the best possible care and education for its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment for its entire staff. The School recognises that in order to achieve these aims it is of fundamental importance to attract, recruit, and retain employees of the highest calibre, who share this commitment. The aims of the School's recruitment policy are as follows:

- To ensure the best possible staff are recruited on the basis of merit, ability, and suitability for the position
- To ensure that all job applicants are considered equitably and consistently

- To ensure that no job applicant is treated unfairly on any grounds
- To ensure compliance with all relevant recommendations and guidance, including the recommendations of the DfE in Keeping Children Safe in Education and the code of practice published by the Disclosure and Barring Service (DBS)
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

Candidates are encouraged to review the School's full Recruitment Policy and Safeguarding Policy, both of which are available to download from the school website.