



Job Title: School Cook / Chef

Reports to: Head Chef

Hours: 07:00 - 15.00 Monday – Friday
(Term Time only, approx 34-36 weeks per annum, as per published term dates)

Salary: Pay negotiable based on experience and qualifications, plus private pension

Purpose of the Job

To work under the instruction/guidance of the Head Chef and provide appropriate support to the Head Chef in the school kitchen. Previous experience in a catering role is an advantage, although training will be provided.

A willingness and enthusiasm to be part of a hard working team, to work under pressure at busy times whilst taking pride in their work is essential and will bring the right candidates a rewarding involvement in the life of our busy prep school. All staff are provided with a daily hot lunch.

Main Duties

- Preparing hot lunches for pupils and staff daily
- Maintaining a high standard of cleanliness
- Monitoring and storing daily deliveries
- Preparing the special and allergen diets
- Deputising for the Head Chef in case of absence
- Managing inventory and ordering supplies
- Organising produce and adherence to food hygiene regulations
- Reporting all defects or hazards immediately to the Bursar or Head Chef

Skills and Experience

- A reasonable level of fitness
- Ability to carry out all aspects of the role to a high standard at all times
- A reasonable level of spoken English
- Punctual, reliable and trustworthy
- Able to manage time effectively
- Ability to work both alone and in a team
- Awareness of Health and Safety procedures and regulations

Support for the School

- Be punctual and professional at all times
- Be a role model for pupils and colleagues in terms of behaviour and attitude
- Undertake relevant training and CPD
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- Maintain confidentiality and comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the school equal opportunity policies

Occasionally you may be required to work extra hours, this will generally be agreed in advance and will be either as time in lieu or paid. This is a permanent, term-time position starting as soon as possible.

St. Michael's is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS).

Procedure for application

Please email recruitment@stmichaels.je for an application form. Candidates are also required to submit a CV with their completed application form. This should be completed by noon on **1st February 2024** after which references may be taken for those candidates considered for the shortlist. All queries can be sent to recruitment@stmichaels.je

Failure to use the correct application form may count against an applicant.

Shortlisted candidates will be contacted by telephone by the 2nd February 2024 to be invited to interview.

A conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed.