



Job Description and Person Specification

Job Description

Post:	Chef Educator
Hours:	9am - 2pm
Contract:	39 weeks, 4 days a week, (Term Time+2 preparation days)
Salary & grade:	Scale 6
Line Manager/ Appraiser:	Interim Head of School
Accountable to:	Interim Head of School

Key Purpose of the Role:

To lead, innovate, motivate and work with a team to serve fresh, nutritious, and appealing school meals that meet government and school standards. To deliver engaging cooking lessons in partnership with teachers and contribute to the broader food and sustainability culture at Greenside.

Key Responsibilities:

1. Food Preparation, Quality & Standards

- Prepare the kitchen surfaces daily before food preparation begins.
- Lead the team in preparing and serving fresh meals daily, adhering strictly to the agreed 3-week seasonal menu to ensure consistency for families.
- Cater for students with specific dietary needs (e.g., coeliac, gluten-free, allergies), ensuring variety and quality options.
- Ensure all opened and cooked food is labeled with dates, and storage complies with food safety standards (this task may be delegated).
- Take and record cooked food temperatures daily.
- Record fridge and freezer temperatures daily; calibrate thermometers weekly using boiling water and freezer tests.
- Ensure food is served attractively, in correct portions, and on time.
- Maintain high standards of hygiene, cleanliness, and safety at all times.
- Ensure consistent stock rotation in fridges, freezers, and store cupboards and manage use-by dates.
- Manage the deep cleaning of the kitchen at the start and end of every term.

2. Cooking Education

- Deliver at least one cooking lesson per half term per class, in collaboration with teachers.
- Promote the kitchen as a learning space for students.
- Support food-related projects such as the vegetable garden, micro bakery, and food waste reduction efforts.

3. Weekly/Regular Operational Tasks

- **Monday Morning:** Review and check off deliveries against invoices; refrigerate/freezer items immediately. Assign ambient goods to kitchen staff for proper storage. Repeat this process for all deliveries.
- **Friday:** Prepare and submit the following week's orders to the office. Discuss unusual or equipment-related requests with the Head Teacher/Line Manager.
- Manage daily jobs to kitchen staff; ensure everyone is briefed and any concerns are reported to the senior leadership team.
- Maintain a clean and safe kitchen throughout the day, including organising the end-of-day cleaning schedule before leaving.
- Manage laundry duties regularly.
- Refill cleaning supplies and dishwasher chemicals as needed.

4. Menu Planning & Communication

- Plan menus in collaboration with the Head Teacher/Line Manager, aligning with food standards and seasonal availability.
- Notify the line manager of any significant deviations from the planned menu in advance of service.
- Collaborate with the Green Leader to use school-grown produce.
- Coordinate with staff on school events and the bakery to ensure operational alignment.
- Lead or support preparation for special meals (e.g., celebration days, community lunches), possibly outside regular hours.

5. Administration

- Handle food and orders, check deliveries, and manage invoices.
- Organise and monitor stock storage, ensuring efficiency and compliance.
- Maintain and update kitchen records, including temperature logs and cleaning checklists.
- Monitor waste levels and suggest menu adjustments as needed.
- Report complaints, incidents, or issues promptly to the Line Manager or Headteacher.

6. Health & Safety

- Train and supervise staff in all aspects of kitchen health, hygiene, and food safety.
- Enforce the correct use of uniforms and ensure that cleaning and hygiene standards are followed at all times.
- Keep kitchen equipment in good working order and report any issues.
- Ensure adherence to all food safety and hygiene regulations.

7. Team Management

- Ensure sufficient staffing and manage shift cover where needed.
- Induct new staff in kitchen operations, safety, and conduct.
- Provide ongoing direction to kitchen staff and maintain a positive, professional

working culture.

8. Conduct

- Set a high standard of conduct and communication with all staff and pupils.
- Be familiar with and comply with all school policies and procedures.
- Foster a welcoming, inclusive, and respectful kitchen environment.

Other Duties

To undertake any other reasonable duties that may be required from time to time commensurate with the post of Chef Educator

The Trust expects all employees to have a full commitment to the equal opportunities policy and an acceptance of personal responsibility for its practical application. All employees are required to comply with, and promote, the policy and to ensure that discrimination is eliminated within the service to the pupils and their parents/ carers. The school is committed to the safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children, Keeping Children Safe in Education and Safer Recruitment in Education legislation.

Personal Specification

	Essential	Desirable
Education and Qualifications		
Level 2 or above Food Hygiene Certificate	•	
Relevant catering or professional cookery qualification (e.g., NVQ Level 2 or 3 in Catering)	•	
First Aid certificate		•
Food Allergen Awareness Training		•
Teaching or training qualification related to food education (e.g., City & Guilds Level 3 Award in Education & Training)		•
Experience		
Experience of leading a team in a professional kitchen setting	•	
Experience of planning and preparing meals for large groups	•	
Experience of working to a set menu and budget	•	
Experience catering for dietary needs, including allergies and food intolerances	•	
Experience delivering or supporting educational cooking activities for children	•	
Skills and Knowledge		
Strong understanding of food hygiene, health and safety, and kitchen regulations	•	
Knowledge of nutrition and government school food standards	•	
Knowledge of allergens and food labelling requirements	•	
Excellent cooking and food preparation skills	•	
Ability to lead, motivate and delegate tasks to a team	•	
Confident in using kitchen equipment and maintaining hygiene standards	•	
Able to take initiative and solve problems under pressure	•	
Ability to plan menus collaboratively with school leaders	•	
Strong organisational and time management skills	•	

Ability to communicate effectively with both adults and children	•	
Personal Qualities		
Able to demonstrate commitment to the values and behaviours which flow from The Elliot Foundation Academies Trust Values and ethos	•	
Enthusiastic about food education and healthy eating	•	
Flexible, reliable, and able to adapt to changing priorities	•	
Passionate about making a difference to children's lives	•	
Committed to continuous improvement and high standards	•	
Calm, approachable and a strong team player	•	
Other Requirements		
Ability to work occasional flexible hours (e.g., for special events)	•	
Commitment to safeguarding and promoting the welfare of children	•	
Willingness to undertake training and development	•	

Appointment to this post will be subject to satisfactory pre-employment checks including a Barred List check, Disclosure and Barring Service check and references.