

Treloar Trust

Job Description

Post: Chef

Location: Holybourne

Responsible to: Head Chef

Main Purpose of Job:

To work without supervision, effectively cook to a professional standard, with good presentation using HACCP work practices. Recognising the need for adherence to Food Hygiene Regulations and Health and Safety in the work place.

Key Tasks

- Responsibility for compliance with The Food Hygiene Regulations and procedures in particular this refers to:
 - Adhering to all temperature control procedures during preparation, cooking and service of food, using Monika Management System for recording of all temperatures.
 - Correct storage and handling of food items using HACCP system of management.
 - Following good working practices using HACCP system of management.
 - Preparation, cooking and service of food items to a high standard following recipe guidelines and as directed by the Head Chef (this also includes special dietary requirements for identified students).
 - Maintaining high standards of cleanliness and hygiene, both personally and by working in a clean, tidy, hygienic manner, also an agreement to report any infections.
 - Wearing clean, appropriate protective work wear at all times.
- Participation in departmental training sessions as directed by the Catering Manager
- Adherence to Health and Safety Regulations and procedures.
- Adherence to the daily and weekly cleaning tasks as directed by the Head Chef.

Other duties

- As a responsible position the Chef maybe required to go on shift at short notice as directed by the Head Chef or Catering Manager in the absence of the Head Chef
- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust
HR Department
May 2025

Person Specification - Chef

Mimimum	Desirable
Qualifications 1. City and Guilds 706/1 & 706/2 or NVQ Level 1 & 2 Professional Cookery 2. CIEH Food Safety Level 2	<ul style="list-style-type: none"> • CIEH Level 2 Award H&S in the Workplace Qualification or willing to train in post • NVQ Level 3 Diploma in professional cookery
Skills and Knowledge 1. High standard of technical skills 2. Able to work to menu cycle with costed recipes 3. Numerate and Literate 4. Able to work without supervision 5. Able to work as part of a team with the ability to use own initiative and offering flexibility 6. Able to communicate with staff and students	
Experience 1. Catering experience	<ul style="list-style-type: none"> • Industrial Catering Experience
Personal qualities 1. A commitment to promoting and safeguarding the welfare of students 2. Ability to work unsociable hours if required, travel between sites 3. Occasionally able to work during college holidays	
Physical Requirements 1. Constant physical demand 2. Standing for long periods. 3. Work in low temperatures (+3°C, -18°C), store areas and chilled areas 4. Work in high temperatures and high humidity, cooking and dish wash areas 5. Exposure to noisy machinery 6. Some confined spaces 7. Pushing Trolleys and assist with deliveries	

Treloar Trust is committed to safeguarding children, young people and vulnerable adults.
 All successful candidates will be subject to a Disclosure & Barring Service check along with other relevant employment checks.

Both the job description and the person specification are subject to the Trust's equal opportunity policy.