

stChris

A day and boarding school for boys and girls aged 3 – 18. Asking interesting questions since 1915.

**A dynamic and
rewarding place
to work.**

Chef Manager

40 hours per week, 40 weeks per annum
including 18 weekends during term time.

Apply by 5.00pm on 15 April 2024

Hello! Thank you for taking an interest in our Chef Manager role. Here at St Chris, we embrace the challenges of the modern world which necessitates the asking of interesting questions.

This job pack contains more details about what this position involves, personal specifications and total reward.



Chef Manager

Salary

£43, 515 - £48,549 FTE (actual salary £38,159 - £42,573) (Professional Services Scale 38-42). Dependent on skills and experience.

Contract

40 hours per week, 40 weeks per annum. Weekend work on a rota basis to support boarding (every other weekend - total of 18 weekends per academic year, weekend work inclusive of the 40 hour week allocation)

Location

On-site, Letchworth Garden City, Hertfordshire

Life at StChris

St Chris is an independent day and boarding school for girls and boys aged 3 to 18 located in Letchworth Garden City, Hertfordshire. We are also a vegetarian School! Our School was established in 1915 and, since then, has been working to do things differently if, and only if, it makes things better for our students. There are currently around 550 pupils on roll and 200 staff.

St Chris seeks to be a continuously developing community of children and adults working together to enable everyone to achieve their best. All are valued as individuals and encouraged to develop curiosity, competence, judgement, kindness and courage. St Chris seeks to prepare pupils for happy and fulfilled lives in the service of others.

We treat young people as individuals, encouraging them to develop into capable, imaginative, responsible people with a zest for life.

Purpose of the Role

The Chef Manager is required to successfully manage the delivery of the highest possible standards of food and service to students and to develop a unique menu with innovation for all students.

The Chef Manager will be required to work every other weekend on a rota basis to support Boarding.

Support a culture of continuous improvement across the school's operations, working to improve efficiency and effectiveness in all aspects of the school's support services.

Help to develop and then implement the agreed Operations Plan leading to delivery of the St Chris strategy.

Provide leadership, support, and performance management for staff in the Catering team, responding sensitively to a wide range of interpersonal demands;

Be responsible for budget management across the Catering team, monitoring this regularly in meetings with the Operations Manager.

Line Management Responsibility

This role will have line management responsibility over the Severy Team Leader and Catering team. This role reports to the Operations Manager.



St Chris gave me so many opportunities. You're not pigeonholed here. Instead, St Chris has tapped into all of my skills.

Sue, Teacher of LAMDA

What will the Chef Manager do?

Here's an overview of the Chef Manager's responsibilities and how they will be involved in the day-to-day running of the school.

Key accountabilities and responsibilities of the role:

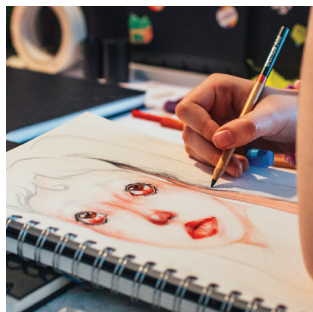
- Act as an integral part of the newly formed Operations Senior Leadership Team driving forward the overall school strategy within the Operations Team;
- To plan, prepare, cook and present food to the standards required by the school;
- To work alongside the Operations Manager to prepare in advance of the start of each term, a well-planned, fully costed, nutritional and healthy 3 weekly rotational menu for the coming term;
- Manage the procurement, delivery, storage and appropriate use of all catering equipment, supplies and consumables;
- Provide guidance to catering staff on service and portion control ensuring that all food is safe and served at an appropriate temperature;
- To control and monitor waste;
- To contribute to Going Green and the Net Zero agenda particularly around food waste;
- To ensure that all allergies are identified and recorded;
- To maintain records relating to food production activities and supplier information;
- To ensure Health and Safety and Food safety standards are adhered to at all times;
- To set objectives and be responsible for the day to day running of the kitchen including supervising the recruitment, selection and rota of the team so it meets the needs of the school;
- To assess employee performance and recognize training needs and potential as appropriate;
- To hold a team meeting on a regular basis to communicate targets, standards required and the development of the team;
- To interact with pupils and staff on a daily basis in the dining room and at school council meetings;
- To ensure that all kitchen staff are trained to the appropriate standards and that where necessary staff are trained on the use and cleaning of dangerous equipment;
- To ensure that all equipment is well maintained and is in good working order;
- To make recommendations for renewal and replacement of equipment when required;
- To establish and maintain kitchen and servery cleaning rotas;
- To ensure that all procedures and work instructions are fully understood and practiced by all;
- To attend Health and Safety Courses where required;
- With the Operations Manager ensure that functions and events are well planned and well executed;
- Arrange staff for any external and internal lettings.

Continued on following page. 

Additional duties:

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people. To uphold St Chris policies to protect and safeguard pupils in order to secure their health, safety and wellbeing;
- Demonstrate a continual commitment to the promotion of equity, inclusion and diversity initiatives and the sharing of best practice in line with St Chris Equal Opportunities policy and procedures;
- Ensure the highest degree of confidentiality and data protection of all material.

This job description is not contractual or exhaustive but reflects the type and range of tasks, responsibilities and outcomes associated with the role. The postholder will be expected to also complete any tasks, as requested by your line manager or the COO.





stChris

Person Specification



Educational Qualifications

- Qualified Chef;
- Level 3 Food Safety;
- Current Food Hygiene Certificate;
- Allergen training/qualification;
- GCSE English and Maths or equivalent.

Specific training, skills, or knowledge required:

- Experience of catering on a large scale to over 500 covers daily;
- Experience in leading and managing a team of professionals to deliver a high quality service;
- Experience in recruiting, inducting and onboarding staff and effectively supporting them including performance management;
- Knowledge and understanding of Health and Safety Legislation including COSHH, food safety, allergens;
- Experience of effective planning, menu generation, and procurement within an agreed budget;
- Good financial and budget management;
- Excellent written and verbal communication and interpersonal skills;
- Excellent computer skills (MS Office);
- Experience of change management and motivation and inspiration of a team.

Personal Attributes

- Physically able to lift, carry and undertake the physical demands of the role of the kitchen;
- Proven ability to work independently and as a member of a team;
- Ability to order and maintain levels of stock effectively and management of waste;
- Excellent organisational skills;
- Open to giving and receiving positive and developmental feedback;
- St Chris is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment;
- Good appreciation/knowledge of health and safety in the workplace, data protection principles and equal opportunities;
- Commitment to safeguarding and promoting the welfare of children.

Benefits of Working at St Chris

“

**I love lots of things
about St Chris, but my
favourite thing has to
be the people.**

Jo, Junior School Secretary

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Welcome to St Chris

Schools are - in truth - nothing more than a collection of people working together, and it is on that understanding that all the incredible things achieved at St Chris come to be. So, 'Hello'; and we mean that.

***St Chris is a lot of things,
all at the same time.***

St Chris is an independent school for boys and girls aged 3-18.

St Chris is a community of young people from across the local area, the country, and the world.

St Chris is something unmistakably different from the moment you arrive.

St Chris is an outstanding, modern school with an important, progressive heritage.

1

Pension Scheme

Competitive pension scheme with 8% employer contribution plus an additional up to 4% personal sacrifice matched.

2

Westfield Health Plan

Complimentary opt-in Level 1 Westfield Health Plan with the option to scale up your plan with salary sacrifice.

3

Free Lunch

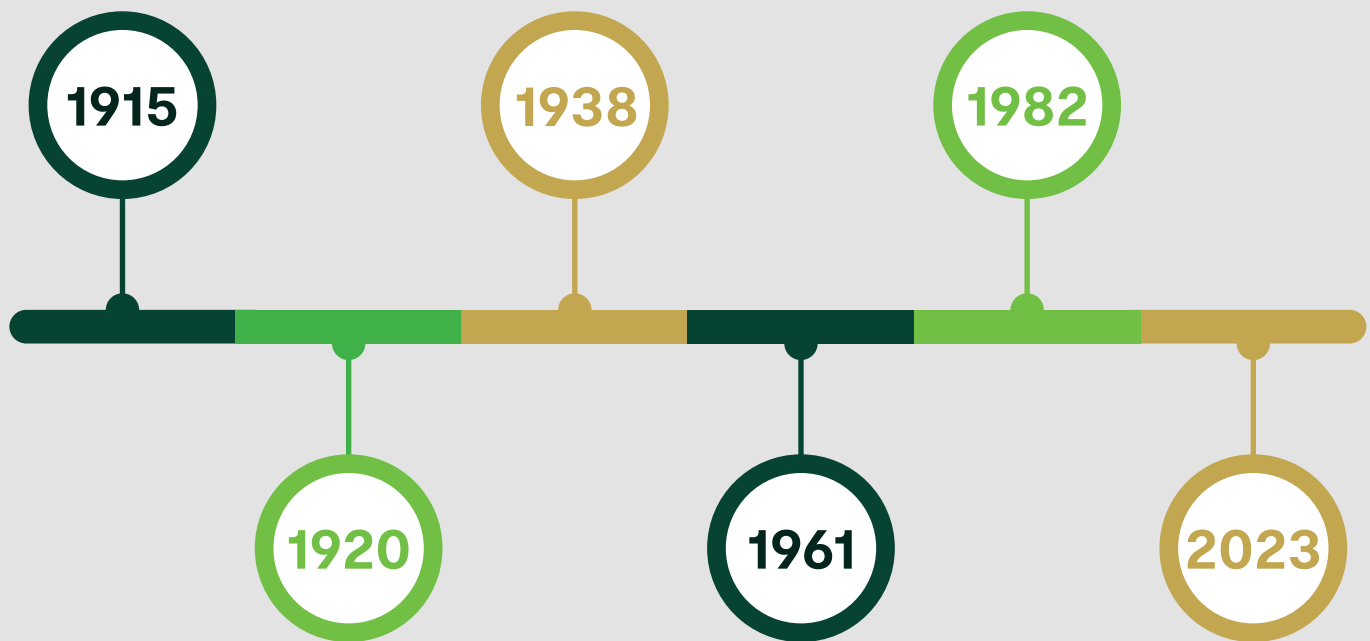
As part of a non-contractual agreement. Free vegetarian lunches are provided to staff during term time.

4

Facilities

Access to the school's on-site swimming pool and gym.

A Brief History of St Chris



St. Chris Established

St Christopher School (then known as the 'Garden City Theosophical School') was established in 1915 by headmaster, Dr. Armstrong Smith, ready for a new style of education.

Initial Meeting of the School Council

The Council consisted of 32 students and staff and met on a fortnightly basis to discuss and legislate on school matters. From December 1920, decisions made by the Council were later ratified by a meeting of the whole school.

Abolishing Uniform

Following a protest in the school magazine, the School Council discusses abolishing school uniforms for boys. The motion is, eventually, passed but no action is taken. During the war, clothing rationing and difficulties for parents meant that uniform was relaxed in 1938.

Swimming Pool Built

Parents contribute an initial £600 towards building the school swimming pool and pupils aim to raise £1000 themselves in 1961. The community pulls together to remove topsoil, excavate and build the pool. By 1968, the pool and changing rooms were completed.

Theatre and Sports Hall Open

A drama festival of eight plays marks the opening in 1982. Over the next decade, the enthusiasm of pupils allowed an average of five school productions each year, ranging from *Twelfth Night* and *Three Sisters* to *Blood Wedding* and *Accrington Paris*.

Present Day

Today, St Chris is a vibrant, thriving community working together. We believe in the benefits of an informal approach underpinned by the belief that all voices, from the youngest member of the nursery to the chair of governors, should be listened to and treated respectfully.



Let's work together.

Piqued your interest? We thought so.

At St Chris, we do things differently to benefit our young people and community. Looking for a new challenge? Looking to have an impact? Searching for a job that gets you thinking?

Apply for this role at www.stchris.co.uk/vacancies.

How to apply

To apply, please complete an application form (we do not accept CVs as an educational institution) and submit this, together with a covering letter to the People team at hr@stchris.co.uk. If you would like a conversation regarding this opportunity, please contact Zoe Weaver, Director of People at 01462 650962.

Please also complete the Equal Opportunities Monitoring form which will be immediately detached from your application.

St Chris is committed to safeguarding and promoting the welfare of children. Applicants will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St Chris is fully committed to equality of opportunity and diversity and we warmly welcome applicants from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationalist, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability or age.

**The closing date for applications for this role is 5.00pm on 15 April 2024.
Interviews will take place on 25 April 2024.**