



Job Description

make the right move - join us



St. Helens Council

- Post:** Executive Development Chef
- Department:** Environmental Protection
- Grade:** SCP 42 - 44
- Responsible to:** Catering, Caretaking and Cleaning Service Manager.
- Responsible for:** Cooks and Associated Catering Employees

Purpose of the Post:

- To lead the Catering service in a proactive and visible manner
- To expand the Catering service into new areas of food development and service provision.
- To increase the customer base to maximise income streams enabling further development of the service.
- To focus on pupil interaction by conducting roadshows at individual schools enabling development of menus based on School Food Standards.
- To develop and teach new skills in the art of cooking and meal presentation to Cooks.
- To create and review budget strategies at individual sites linked to food ordering, product utilisation and portion control.
- To promote the Catering service in a positive manner by attending focus groups and meetings within the school environment and elsewhere within the Borough.

Duties and Responsibilities:

1. To be responsible for the day-to-day operation of the Catering provision at Primary, Special and High schools.
2. Supervisory responsibility for Cooks within the cooking element of their post.
3. Develop and deliver training for Cooks in the art of cooking and presenting food. Working with Cooks on a one to one/group basis encouraging and mentoring as determined by individuals' current skills level. Ensure consistency across schools to maintain standards in all age groups and school types.
4. Deliver food safety and nutrition training to all Catering staff on a rolling programme.



Job Description

make the right move - join us



St. Helens Council

5. Develop and deliver training in conjunction with the Health Improvement team for catering employees with the aim of raising awareness of the risks of childhood obesity.
6. Identify and address any other training requirements for employees in the essentials of healthy eating.
7. Work within budget limits for food, marketing and training as directed by Service Manager.
8. Creating menus to align with the new School Food Standards suitable for:
 - a) primary
 - b) secondary
 - c) special
 - d) 6th form
9. Through research and trials, develop and create dishes for each sector, ensuring all current initiatives are evaluated and integrated into school meal provision.
10. Develop a minimum of two individual 3 week menus designed to be both visually appealing, appetising and nutritionally balanced.
11. Develop Summer/Winter menus in conjunction with the Schools Nutritional Action Group, taking into account the requirement to use seasonal produce, locally sourced where available, within budgetary limits.
12. Engage with suppliers for new product ideas, involving Service Manager where any proposed changes are to be made.
13. Allergen content chart completed for home made and ready packaged items (EU legislation EU 11692011) ensuring that food containing any of the 14 allergens is identified to customers.
14. Develop innovative methods for increasing "Free School Meals" uptake. Monitor take-up levels and review future free meal considerations.
15. Engage with schools for any activities the service could link into at individual sites within the school curriculum, including local initiatives specific to themed projects (Chinese, Indian, wartime-themed meals, etc).
16. To be responsible for arranging and chairing meetings with Area Supervisors and Cooks to discuss, share and develop ideas to improve the school meals service.
17. Attend APSE Catering meetings and associated forums to engage with colleagues in other Local Authorities



Job Description

make the right move - join us



St. Helens Council

18. Attend other meetings beneficial to the service as directed by the Service Manager.
19. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
20. To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.
21. To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.
22. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
23. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
24. To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date Prepared: November 2014