



Person Specification

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St. Helens Council

Job Title: Executive Development Chef

Ref No: PDL272

| Knowledge | E = Essential D = Desirable | Identified by |
|--|--------------------------------|---------------------|
| Knowledge of the School Meals industry | E | AF/I |
| Knowledge of the School Food Plan | E | AF/I |
| Contemporaneous knowledge of Food Safety and Food Standards Legislation | E | AF/I |
| Knowledge of Health & Safety at Work regulations and safe working practices within the catering industry | E | AF/I |
| Demonstrate knowledge of system controls within the industry | E | AF/I |
| Skills and Abilities | E = Essential D = Desirable | Identified by |
| Demonstrate enthusiasm, drive and dedication to providing an excellent customer experience and service | E | AF/I |
| Demonstrate excellent management, leadership, organisational and planning skills | E | AF/I |
| Ability to motivate and inspire staff | E | AF/I |
| Ability to communicate with staff at all levels | E | AF/I |
| Ability to develop and deliver training courses for catering staff | E | AF/I/presentation |
| Ability to develop excellent working relationships with Head teachers and Senior Managers | E | AF/I |
| Ability to develop and implement initiatives to promote the Catering service and increase meal uptake | E | AF/I/written test |
| Demonstrate skills in food preparation, cooking and presentation | E | AF/I/practical test |
| Ability to develop, create and trial new recipes in line with School Food Standards | E | AF/I/written test |
| Understanding of and ability to use a variety of IT software packages and databases | E | AF/I |
| Experience | E = Essential D = Desirable | Identified by |



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| | | |
|--|--|----------------------|
| Experience of working in busy commercial kitchen environments | E | AF/I |
| Experience of managing a diverse group of staff within pressurised environments | E | AF/I |
| Experience of creating and developing new menus in line with budget and service restrictions | E | AF/I |
| Experience in staff training encompassing food preparation and presentation, customer care, Health and Safety and Food Safety. | E | AF/I |
| Experience of managing records appertaining to stock eg ordering of food, rotation of stock, stock checks, labelling of food etc. | E | AF |
| Experience of recording of statistical information and producing timely reports and management information both on a scheduled and ad hoc basis | E | AF |
| Qualifications | E = Essential D = Desirable | Identified by |
| City & Guilds or NVQ (equivalent to level 3/4) in the catering field | E | AF/CERTS |
| NVQ Assessor D32/D33 | D | AF/CERTS |
| Intermediate or Advanced Food Hygiene | E | AF/CERTS |
| Recognised general management qualification or culinary/hospitality management degree or culinary/hospitality management experience (minimum of 2 yrs) | E | AF/CERTS |
| IOSH Managing safely | D | AF/CERTS |
| Other Circumstances | E = Essential D = Desirable | Identified by |
| The post covers all schools within the Borough therefore you must be able to commute to all areas of the Borough at short notice on a daily basis | E | I |
| Car not essential but you must have current driving licence and business insurance if using own vehicle to commute between locations. | E | I |
| Holidays must be taken during school closure periods | E | I |