

THE SCHOOL

The Mill Hill School Foundation

Educating boys and girls from aged 3–18, seeking to equip them for life, both now and in the future.

Our four schools are situated in over 150 acres of magnificent grounds on the edge of the North London Green Belt, providing a wonderful environment in which to work.

We are committed to the on-going professional development of all our teaching and support staff as well as the full induction and training of all new staff.



MAIN DUTIES AND RESPONSIBILITIES

Key Tasks:

- > Ensure that appropriate methods of cooking and presentation are used to maintain the highest standards of production and service.
- > Ensure that legal & Foundation regulations regarding hygiene, health and safety are complied with.
- > Assist with maintenance of goods received system to ensure statutory and quality standards are maintained.
- > Assist with the monitoring of production and wastage.
- > Promote a friendly working relationship with colleagues.
- > Promote a good Foundation image to customers and guests and use positive customer service practices.
- > Assist with the implementation of cleaning schedules to agreed standards. Assist in pre service briefing of colleagues with regard to dish content, portion sizes, service utensils and accompaniments.
- > To prepare all food with due care and attention, particularly in regard to customers' special dietary requirements: for example, nut, dairy or wheat allergies.
- > To undertake Foundation calendared and non-calendared special function duties outside the normal routine but within the scope of the position and the department's activities. The payment for these tasks is within the framework of your annual salary.
- > To promote recycling in line with Foundation expectations.

Irregular Duties:

- > To assist as required at Foundation special/commercial functions e.g. weddings, some of which may occur outside normal working hours. These may be subject to additional pay.
- > To report any complaint or compliment and take action if at all possible.
- > To report any incident of accident, fire, theft, loss, damage and take action as may be appropriate or possible.
- > To attend meetings and courses, as required.

PERSON SPECIFICATION

Qualifications:

- > Literate & Numerate
- > Basic Food Hygiene Certificate(Desirable)
- > 706/2 or NVQ2 chef qualification, or equivalent

Specific Skills:

- > Good interpersonal skills and ability to communicate effectively with customers, clients, and staff
- > Ability to work well under pressure

Experience:

- > Previous catering experience (Desirable)

Personal Qualities:

- > Ability to achieve performance criteria, with particular regard to hygiene
- > Positive approach to learning in role
- > Self-motivated
- > Sense of own initiative
- > Ability to work effectively as part of a team
- > Flexible approach to role



HOW TO APPLY

1

If you would like to apply for this role, please email your CV to Mike Gibson (Domestic Bursar) mike.gibson@millhill.org.uk

2

Should you require any further assistance, please contact us via email hr@millhill.org.uk

The Mill Hill School Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.

In schools and colleges with children and/or young persons on site:

The Foundation is committed to safeguarding and promoting the welfare of children and applicants/employees must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced DBS.

It is the post holder's responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. S/he will adhere to and ensure compliance with the school's Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risk to the safety or welfare of children or young persons in the establishment, s/he must report any concerns to the designated DSL immediately.



Instilling values, inspiring minds
millhill.org.uk



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