

### JOB DESCRIPTION

<b>Job Title:</b>	Chef
<b>Department:</b>	Catering Services
<b>Contract:</b>	Permanent, 37 hours per week, 40 weeks per year
<b>Salary Range:</b>	£20,908 - £21,411 per annum (Pro rata of £23,715 - £24,285)
<b>Salary Grade:</b>	SS2
<b>Report To:</b>	Catering Manager
<b>Job Purpose:</b>	To assist with the preparation, presentation and service of food and drink within the University's catering operations across campus, working in compliance with food safety regulations, health and safety regulations, the University's cleaning procedures and other University policies, offering excellent quality and customer service.
<b>Main Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. To assist the Catering Manager in the efficient running of all food preparation sections within the kitchen.</li> <li>2. Ensure that all food is prepared to the correct temperatures as laid down by the food safety policy and that it is probed and logged before service.</li> <li>3. Ensure all food stuffs are stored correctly to food safety guidelines refrigeration temperature logs are maintained and that all equipment is properly sanitised after use.</li> <li>4. Work on the food service counter at breakfast/lunchtimes.</li> <li>5. Report any faults on kitchen equipment to the Catering Manager.</li> <li>6. Comply with food safety regulations and best practice and ensure that all kitchen staff members do the same.</li> <li>7. To complete food orders, and monitor the movement and levels of stock</li> <li>8. Carry out general cleaning tasks according to the cleaning schedule to maintain cleanliness of the kitchen, following the University's cleaning procedures and ensuring the safe and appropriate use of chemicals.</li> </ol>

For office use only:

Approved by:		Date:	
--------------	--	-------	--

	<p>9. To ensure that all required catering equipment is available and ready for use, and prepared for future usage.</p> <p>10. To ensure that all relevant documentation (e.g., cleaning checklist) is completed including the completion of all online food safety checks via the Trail app.</p> <p>11. To deliver a first-class level of customer service ensuring that all customers are treated efficiently and in a swift and appropriate manner.</p> <p>12. To keep up with trends in cooking and the restaurant business to ensure that consumers have a positive, quality experience.</p> <p>13. To unload and put away deliveries.</p> <p>14. To ensure work carried out complies with Food Safety, Health and Safety and University regulations.</p> <p>15. To work in a positive, flexible, and proactive manner within the catering team to ensure that the work of the department is carried out effectively and meets operational requirements.</p> <p>16. To ensure practice is in line with the requirements of the General Data Protection Regulations.</p> <p>17. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</p> <p>18. Any other duties commensurate with the nature and grade of the post.</p>
--	---

For office use only:

Approved by:		Date:	
--------------	--	-------	--

**PERSON SPECIFICATION**

<b>Post:</b>	<b>Weighted criteria</b>		
<table border="1"> <tr> <td>Post:</td> <td>Chef</td> </tr> </table>	Post:	Chef	
Post:	Chef		
<b>Experience:</b>			
1	Previous experience of working in a busy and pressurised kitchen, having worked in all kitchen sections	X	
2	Previous experience of working in a customer focused environment		
3	An understanding of HACCP and COSHH		
4	Experience of stock ordering		
5			
<b>Skills &amp; Abilities:</b>			
6	Ability to complete work to a consistently high standard.	X	
7	Good oral and written communication skills	X	
8	Ability to work as an individual and as part of a team.		
9	To be able to work accurately to tight deadlines		
10	Organisational and time management skills		
<b>Education &amp; Qualifications:</b>			
11	Basic level English and Maths qualification.		
12	NVQ Level 1 and 2 in food preparation and cooking		
13	IT Skills inclusive of the Microsoft Package		
14			
15			
<b>Training &amp; Professional Development:</b>			
16	Food safety / hygiene / health & safety training.		
17	Willingness to participate in any training deemed necessary for the role.		
18			
19			
20			
<b>Other:</b>			
21	Flexible approach to work - shifts may vary according to operational need.		
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.		
23			
24			
25			

For office use only:

Approved by:		Date:	
--------------	--	-------	--