

JOB DESCRIPTION

Job Purpose:

You will support the Head Chef in the organisation and running of the University's kitchens and counter service. You will be primarily based at the Newton Park campus. This will include assisting with ordering, planning, preparation, cooking, service, cleaning as well as theatre cooking and conference catering, all to the highest quality standards and in accordance with health & safety procedures.

Main Duties and Responsibilities:

- To assist in the day to day organisation, preparation and cooking of all meals to a high standard, and quality using our recipes,
- To help plan, organise and work at special functions and conferences as and when required.
- To comply with all health and safety regulations including HACCP, COSHH, and fire regulations.
- To compile menu ideas as and when required and achieve food cost targets.
- To help check deliveries and invoices and complete documentation as and when required.
- To serve and maintain food counters as and when required
- To maintain effective procedures for stock control and assist with monthly stock takes.
- To prepare, under guidance and according to approved guidelines, the University's nursery menu.
- To help with the training of other staff members as necessary and assign duties as and when required to staff who will assist with food preparation.
- To assist in actively promoting the full range of products available in the University's catering outlets.
- To carry out any other duties required within the grade and scope of the post.
- To actively promote and display teamwork.
- To attend all meetings and training as directed.

PERSON SPECIFICATION

Qualifications/Experience:

Essential:

- City and Guilds 706/1/2 or OND or NVQ in Catering or equivalent.
- Food Hygiene Certificate.
- Recent experience of working in commercial, industrial or public catering on a medium/large scale.

Desirable:

- Minimum of 2 years' experience in the catering industry

Skills & Knowledge

Essential:

- Ability to consistently prepare and cook a wide range of menu dishes to a high standard, in order to enhance sales.
- Ability to deliver a high quality, customer focused service by inter-reaction with customers.
- Ability to produce creative, innovative and healthy dishes.
- Ability to effectively supervise and motivate a small team as required.
- Good knowledge of relevant Health & Safety requirements.

- Passion for food and excellent service delivery

Personal Qualities**Essential:**

- Ability to work under pressure and on own initiative.
- Calm, confident and personable approach.
- Able to develop and maintain effective working relationships at all levels
- Flexible approach to work and able to adapt to changing priorities and time scales
- Professional attitude to work

Special Conditions:

- This is a grade 4 post which constitutes a current salary of £20,989 per annum plus a market supplement. The market supplement element will be reviewed on an annual basis.
- The University operates a No Smoking policy to promote a healthier work environment.
- The contract is 5 out of 7 days so a day off may be given in the week in order to work a weekend shift. Reasonable notice will be given and the appropriate enhanced rate of pay in accordance with conditions of service will apply.
- Annual leave to be approved by the Head Chef in accordance with the operational needs of the service. Peak business is September to December and several events in July, Annual leave will be limited throughout these periods
- This post is based primarily at Newton Park; the potholder may be required to work at our other campuses.