

## Job Description

### Senior Chef

<b>Salary:</b>	Grade 4
<b>Contract:</b>	Full time, ongoing, 35 hours, 5/7 on a rota basis Monday to Sunday
<b>Location:</b>	Canterbury Campus
<b>Responsible to:</b>	Food and Beverage Manager
<b>Responsible for:</b>	Chef and part time casual staff
<b>Job family:</b>	Operational

### Job purpose

To be responsible for producing food to the criteria determined by the Operations Manager or their nominee, thereby delivering a high-quality catering service to university staff, students, and visitors.

Prepare the standard menus, daily specials, and recipes, maintaining the required standard of food production, ensuring compliance with all aspects of health, safety, and hygiene standards and adhering to relevant legislation and the University's Code of Practice.

Supervision of all kitchen personnel and kitchen activities. To organise work specifications and schedules, with attendant administration of working practices and personnel issues. Control of all stock and stores.

To remain calm and efficient, even in times of considerable pressure, and demonstrate good customer service skills. You will be enthusiastic and demonstrate passion towards menu development and the progression of our catering offer.

To be flexible and prepared to work in all catering outlets to ensure our high standards are maintained campus wide.

### Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Prepare and serve foods in a commercial kitchen maintaining high quality catering standards, whether preparing banquet menus or by call order. Keep abreast and respond to trends in food development.
- Maintain high standards of service delivery with a professional, flexible, and customer service focussed approach. Take up customer service roles as required and where cooking is involved.
- Order stock from nominated suppliers and process associated paperwork. Ensure quality of goods received meet requirements to prepare a quality output. Adhere to all security measures to safely store inbound goods in appropriate and designated areas. Assist from time to time with periodic stock taking counts and recordings.
- Seek out and take instruction from those involved in the kitchen output across campus and demonstrate willingness to complete and request training in order to fulfil the role.
- Show awareness and monitor all ingredient costs to ensure an appropriate margin is maintained and prices changed are reflective of commercial requirements.
- Supervise and motivate kitchen staff, ensuring that kitchen staff are trained in agreed practice and technique, and that standards of practice are monitored. Monitor and be aware of the need to comply with 'safer food, better business' procedures. Allocate daily work schedule to chefs and kitchen porters.

- Complete any other duties that may be required, commensurate with the grading of the post as may be assigned.

## Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- Manage and respond calmly and flexibly to conflicting priorities for self and team in a high-pressure, high-volume environment.
- Strong working knowledge of food production, health and safety practice and legislation to ensure high standards are met and maintained. Escalate concerns to the Food and Beverage Manager where necessary.
- Training kitchen staff and monitoring output, escalating concerns to the Food and Beverage Manager where necessary.

## Internal & external relationships

**Internal:** Catering unit team members and colleagues across the Catering department.

**External:** Customers, staff, students, or conference guests. Suppliers to the department and all other visitors to the University.

The role holder is expected to demonstrate a commitment to equality, diversity and inclusion, promoting collaboration and positive partnerships, working harmoniously with colleagues, students and other stakeholders of all cultures and backgrounds.

## Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Working with machinery (various kitchen equipment to include slicers, ovens, fryers, and mixers).
- Working with chemicals (various cleaning agents associated with hygiene requirements in a commercial kitchen).
- Prolonged physical/manual work/Manual handling.
- Vocational driving on & off campus (includes use of cars, vans, ride-on mowers, buggies).
- Night work (at least 3 hours between midnight and 5am) and/or Shift work. There is a requirement to work evenings and weekends.
- Contact with Human fluids (blood, saliva etc) – occasional as part of cleaning.

## Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

### Essential Criteria:

- Intermediate Food Hygiene (A)
- Managing kitchen staff in a high-volume environment (A, I)
- Preparing standard menus and recipes (A, I)
- Calculating food percentages and gross profit margins (A, I)
- Ordering stock, managing stores and stock control (A, I)
- Call ordering, fine dining, conference catering and cafeteria production (A, I)

- Basic knowledge of Microsoft packages such as Microsoft Word and Excel (A, I)
- Willingness to work flexibly (I)
- Willingness to learn new skills (I)
- Able to communicate effectively and work closely with your team and customers in order to build relations and improve customer service (I)
- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (I)
- Commitment to deliver and promote equality, diversity, and inclusivity in the day-to-day work of the role (I)

**Desirable Criteria:**

- City & Guilds 706 1 / 2 or equivalent. (A)
- City & Guilds 706 / 708 / 711 or equivalent (A)
- CIEH Level 3 Supervising Food Safety (A)
- NVQ Assessor or equivalent (A)

*Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage*