# Job Description

## 1. Job Details

Job title: Chef

School/Support Department: Accommodations Services

Unit (if applicable):

Line manager: 2nd Chef/Head Chef
Line manager employed in same unit

## 2. Job Purpose

To prepare and cook a wide range of food items as per pre-set standards and as per standard recipes for commercial and/or student customers.

## 3. Main Responsibilities

| % of time |
|-----------------|------|
| 45% | 1. Prepare, cook and present food ready for service on a daily basis, mentoring Food Production Assistants as required, ensuring consistency of presentation, production amounts and portion control as per standardised menus. |
| 15% | 2. As per the departmental Food Hygiene/HACCP System, ensure full compliance throughout all food handling and storage with accurate recording of critical temperature controls, and thawing and chilling times, as well as completion of cleaning procedures as per cleaning policies and checklists. |
| 15% | 3. Provide supervision to other staff working within the kitchen as required e.g. other Agency Chefs, Kitchen Porters or Food Production Assistants, in respect to instruction in portion control and presentation or instruction on the correct use of specialist technical equipment e.g. combi ovens, slicing machines, cleaning machines. |
| 5% | 4. Transport food to other sites if required e.g. outside catering and assist with service to customers when appropriate. |
| 5% | 5. Ensure the removal of all food and packaging waste from kitchens in a hygienic and safe manner. |
| 10% | 6. To ensure that all staff provide a courteous standard of service and deal with any customer/staff issues which arise during operation/opening hours. |
| 5% | 7. Will undertake the above duties working on a rotational basis and any additional duties as requested by management. |

## 4. Planning and Organising

Must be able to organise own work routines and prioritise to ensure menu item availability – avoiding customer delay, but to minimise waste.

Must be able to follow recipe ingredients/methods and help with menu development, tastings and specifications.

## 5. Problem Solving

Little problem solving required. If they have any concerns they should be referred to line manager or Supervisor e.g. shortage of food for a recipe, or faulty cooking equipment.
6. Decision Making
During periods of sickness or unexpected staff absence in liaison with line manager is able to respond and find a solution so as not to effect service.

Be able to deal quickly with unexpected circumstances e.g. cooking equipment breakdown, feeding higher numbers than expected, loss of utility e.g., water, gas, etc. In all such situations & working with key contacts find a best solution/compromise in production of food is not impacted.

Chefs must be able to perform a number of tasks simultaneously, handling constant interruptions and last minute requests. They must be self organising, able to ensure food production timings are appropriate, whilst assessing requirements throughout meal service.

When handing over to a deputising chef, inform them of requirements for the service they are covering and communicate service times and menu ingredients to front of house staff.

Must be able to judge if standards are being met and communicate problems to Head Chef/2nd Chef.

7. Key Contacts/Relationships
Must possess the necessary interpersonal skills and be able to work harmoniously as part of a team and be helpful and polite when dealing with customers. Key daily contacts will involve dealing with at least 3 of the following: managers, assistant Managers, supervisors, chefs, catering assistants, food production assistants, kitchen porters, store person, delivery person and customers.

8. Knowledge, Skills and Experience Needed for the Job
Chefs will be fully qualified up to SVQ Level 2 (or City and Guilds 706 level 2). At least one/two years experience working within a busy kitchen environment is essential and chefs must hold a current Elementary Food Hygiene Certificate (intermediate level desirable).

Chefs must be skilled in the operation of complex cooking equipment and be able to work with menu and specification sheets to produce food in a range of quantities.

9. Dimensions
To direct the performance of between 3 – 6 staff.
Preparation of food up to the value £2,000 per day thus requiring strong knowledge of production planning and waste control.
Operate a variety of kitchen equipment ranging in value from £1,000 - £15,000 daily.

10. Job Context and any other relevant information
The catering environment can be a physically demanding environment requiring substantial physical effort at times with heavy lifting and sometimes long periods of repetitive tasks. A certain degree of bending, stretching, twisting and constant movement is required and ability to work at a quick pace over meal service times.

A high level of flexibility is required to cover changes in services, dependant on business levels and requirements. Demands to provide services out with the catering unit, requires co-operation and must be prepared to extend working hours at short notice within limits. Chefs must be prepared to work in any area unless specialist training has not been given.