1. Job Details

Job title: 2nd Chef/Chef Supervisor

School/Support Department: Accommodations Services

Unit (if applicable):

Line manager: Head Chef/Catering Manager
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. Responsible for the supervision of chefs in larger units and food production/catering assistants in smaller outlets.

3. **Main Responsibilities**

<table>
<thead>
<tr>
<th>Activity</th>
<th>% of time</th>
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<tbody>
<tr>
<td>1. Assist in preparation and costing of menus working from the computerised stock database to ensure that cyclical/function menus are regularly updated and operate within agreed food cost targets.</td>
<td>10%</td>
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<tr>
<td>2. Working as part of a kitchen team, prepare, cook and present food ready for service on a daily basis, ensuring consistency of presentation, production amounts and portion control as per standardised menus.</td>
<td>30%</td>
</tr>
<tr>
<td>3. As per the departmental Food Hygiene/HACCP System &amp; Health &amp; safety Procedures, 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.</td>
<td>10%</td>
</tr>
<tr>
<td>4. Assist in the ordering of food stocks to ensure kitchen has adequate stocks to meet projected business levels, and where applicable liaise with store person to ensure regular stock rotation. Occasionally undertake monthly stocktaking.</td>
<td>15%</td>
</tr>
<tr>
<td>5. Provide supervision to other staff working within the kitchen as required e.g. other Agency Chefs, Kitchen Porters or Food Production/Catering 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.</td>
<td>15%</td>
</tr>
<tr>
<td>6. Transport food to other sites if required e.g. outside catering and assist with service to customers when appropriate.</td>
<td>2.5%</td>
</tr>
<tr>
<td>7. In catering units with cash tills, close till at the end of shift ensuring reconciliation of floats and takings and place in safe storage to await banking</td>
<td>7.5%</td>
</tr>
<tr>
<td>8. Ensure the removal of all food and packaging waste from kitchens in a hygienic and safe manner.</td>
<td>2.5%</td>
</tr>
<tr>
<td>9. To ensure that all staff provide a courteous standard of service and deal with any customer/staff issues which arise during operation/opening hours.</td>
<td>2.5%</td>
</tr>
<tr>
<td>10. Will undertake the above duties working on a rotational basis and any additional duties as requested by management.</td>
<td>5%</td>
</tr>
</tbody>
</table>

4. **Planning and Organising**

Must be able to contribute and plan new menus and be fully able to follow recipe ingredients, methods etc.

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

Through allocation of duties to chefs, Food Production/catering Assistants during shift, ensure all kitchen areas are covered and staff are working efficiently. This requires a degree of forward planning in respect to food production as well as cleaning duties.

5. **Problem Solving**
Responsibility for finding alternatives for problems covering shortage of food due to a late delivery, or short delivery, malfunctioning equipment or recipes not being followed accurately leading to spoiled food or loss of utilities. Will take a number of actions through changing production planning on cyclical menus, changing menus and re-allocating duties to chefs. Any larger concerns or problems requiring a greater resource are referred to the line manager.

6. Decision Making

Must be knowledgeable in the quality and quantity of food required to be ordered and check deliveries.

Monitor staff performance as well as timekeeping and bring to the line managers attention. In addition 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.

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

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 persons 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 three/four years experience working within a busy kitchen environment is essential and chefs must hold a current Elementary Food Hygiene Certificate (intermediate level desirable).

Must have good decision making ability and be able to motivate staff to achieve standards as set by the department.

9. Dimensions

To direct the performance of between 3 – 10 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, thus requiring a thorough knowledge of technical equipment and the ability to be able to identify any faults quickly which may have a more serious Health and safety implications.

Check the security and safety of equipment and kitchen premises at the end of shift, locking up as required.

In units with tills, responsible for securing cash at the end of shift up to a maximum of £2,000 daily.

10. Job Context and any other relevant information
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 and instruct staff. They must be able to programme equipment and ensure that all temperature and cleaning records are completed for each shift, and be able to assess stock requirements and calculate orders as per recipes.

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.