

Job Description

General Details

Job title:	Head Chef (ECS17/04)
Faculty/Service:	Estates and Commercial Services
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	Full time working 37 hours per week
Grade/Salary:	Grade 5
Date Prepared:	November 2017

Job Purpose

To lead, deliver and manage high quality cost effective and commercially focussed food production for a designated main campus of the University under the overall direction of the Head of Catering and to play a key role in support of the operational management of resources including the development of innovative and creative menus and products, ordering of supplies and management of all staff involved in food production and service.

Relationships

Reporting to:	Head of Catering & Conference
Responsible for:	Catering Supervisor, unit chefs and other staff with a primary involvement in food production (including temporary or casual staff) and located within kitchen areas.
Key working relationships:	The post holder will support the Retail Manager in their daily tasks and will on occasions need to assist in the cover of their posts during absence. The post holder will also have key working relationships with the Unit Chefs and their immediate subordinates.

Main Activities

- a) To lead, deliver and effectively manage the food production process within a commercial university catering operation with a key focus on innovation, cost, attention to detail linked with exceptional customer service values.
- b) To lead the catering staff complement within food led outlets via day to day supervision, motivation, welfare, work rosters, immediate team staff PDR's, recorded team briefings and to deal with minor disciplinary matters.
- c) To work in tandem with the Retail Manager & Conference Manager in the effective planning, co-ordination and development of the service to include conferencing, hospitality and food led retail areas.
- d) To contribute to the promotion of the department through the development of the menu and the product offer from delivery of a student meal to a corporate dinner, using innovation and research of current trends both within the sector and the high street.
- e) To meet with food suppliers on a regular basis; benchmarking suppliers in terms of cost, quality and product

availability whilst working within a framework of pre-negotiated purchasing contracts.

- f) To be responsible for the effective ordering, receipt, safe storage and stock rotation of food and disposable purchases in line with set stock holding thresholds; and to conduct monthly commodity stocktaking as required.
- g) To be fully conversant with the costing of food and drink to ensure that the required Gross Profit margins are met on a month by month basis.
- h) To manage the implementation of the University Food Safety and HACCP policy ensuring that all duties carried out within the areas of responsibility comply with the university and the departmental health & safety policy. To conduct risk assessments and action shortfalls promptly.
- i) To conduct monthly food safety audits of all production and kitchen areas and produce detailed action plans for implementation where it has been identified that there has been non compliance with the university's food hygiene, H&S and HACCP Policies.
- j) To work collaboratively with the team to include the Catering Supervisor, Unit Chef's and the Retail Manager to ensure good working relationships, to promote innovation and instil a cultural passion amongst the teams for exceptional customer service.
- k) To assist in the recruitment, selection and induction of food led staff to include seasonal requirements such as casual or agency staff.
- l) To assist the Retail Manager and Conference Manager in the development and actioning of the departmental training and development plan.
- m) To contribute to and drive the implementation of the green / sustainability plan.
- n) To undertake any other duties and responsibilities as may be reasonably required from time to time by the Head of Catering.

Special Conditions

- Currently, the working week for this position is normally Monday to Friday but where on occasions when business dictates, the post holder can be required to work any five days within each seven day period (Monday to Sunday). Where this flexibility is required for events during week-ends and a change in the working week is necessary, the role holder will be provided with as much notice as practicable. In addition, the demands of the service will also require extra hours of working from time to time for which time off in lieu or payment will be made according to the University remuneration arrangements for staff.
- The post-holder may be required to work at other sites from time to time.
- The post-holder will be required to attend relevant training courses related to the duties of the post as directed by the Head of Catering
- Within the context of the main activities some heavy lifting will be required.
- Uniforms will be provided which must be worn whilst on duty, you will be responsible for the laundering of own uniform.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Adrian Lowe a.lowe@staffs.ac.uk

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

Person Specification

Job Title: Head Chef (ECS17/04)

School/Service: Estates and Commercial Services

The qualifications, experience, knowledge skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	Proven experience of working in a Senior Chef position in either an educational or commercial kitchen with a wide ranging level of skills ranging from cafe style counter service to corporate hospitality.	E	A / I
2	Qualified to City & Guilds 706/1 and 706/2 with significant experience (at least 5 years) in food production management. NVQ 3 would be accepted as equivalent.	E	A
3	A supervisory management qualification such as NEBS or NVQ level 3 in Supervisory Management.	E	A
4	Advanced or level 4 qualifications in food safety and relevant Health and Safety with a demonstrated understanding of relevant food hygiene and health and safety legislation.	E	A
5	Knowledge & understanding of the risk assessment process will also be required. IOSH "Managing Safely" qualification would be advantageous.	E	I
6	Exceptional and diverse culinary skills together with a high degree of attention to detail and innovation coupled with the ability to flex the food production operation to meet the needs of the customer.	E	I
7	Proven experience of managing a commercial kitchen within a stringent cost influenced environment.	E	A / I
8	Previous experience of successfully planning, organising and delivering corporate hospitality for conferences and functions.	E	A / I
9	Excellent leadership skills with experience of managing training and development, along with the ability to motivate, develop and encourage the commitment of others in order to secure high performance.	E	A / I
10	The ability to communicate effectively with customers, suppliers and external organisations professionally both verbally and written.	E	I
11	Ability to work within a set framework of suppliers and use negotiated contracts.	E	I
12	A good team player; approachable and able to build a good rapport with the catering team at all levels.	E	A / I
13	A passion for developing the food side of the business through research and innovation in addition to a proven ability to think outside of the box.	E	A / I

14	A high degree of initiative and the ability to think on their feet.	E	I
15	Proven IT skills to include the use of Microsoft packages and email.	E	I
16	A willingness and ability to work flexibly when necessary to meet the demands of the business, with an enthusiastic and positive approach.	E	I

<u>*Key</u> [A] Application form [I] Interview		To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements' To be assessed during the interview process including selection tests or presentation, as appropriate
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