

Job Description

General Details

Job title:	Unit Chef (ECS17/09)
Service/School:	Estates and Commercial Services
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	37 hours per week
Grade/Salary:	3
Date Prepared:	March 2012

Job Purpose

To assist in food production operations within a designated catering unit as directed by the Head Chef.

Relationships

Reporting to:	Head Chef
Responsible for:	Kitchen Assistants / Kitchen Porter

Main Activities

- Preparation and cooking of food including counter, corporate and hospitality production following pre-determined menus using portion control and innovative presentation techniques under the overall day to day direction of the head chef.
- To delegate tasks to general assistants and other staff working within the kitchen.
- To contribute to the development of the retail, corporate and hospitality menus.
- Under the direction of the head chef complete food ordering for the unit using pre-determined suppliers, checking and receiving delivery and ensuring that commodities are stored correctly and in line with departmental policy.
- To assist the head chef in the monthly stock-takes as required.
- Ensure that menu items are ready for each service or for delivery and that food is replenished as required.
- Ensure that all duties carried out in the kitchen comply with the University's Health & Safety, Food Hygiene and HACCP policies. This includes ensuring that all due diligence records are maintained within the unit and that any deficiencies are recorded and reported promptly to the head chef.
- To work as an active supportive team member within the kitchen.
- To ensure that the kitchen is kept clean, tidy and that in the absence of the head chef it is secured at the end of the working day.

- Undertake any other duties as may be reasonably required by the head chef.

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 Chefs team may be expected to undertake an early start at work on Mondays and/or Tuesdays on a rota basis. The post-holder may be required to work at other sites from time to time. ***The postholder may also need to flex their working hours to accommodate the needs of the business; this will be agreed in advance and will involve the use of working rosters.***
- The post-holder will be required to attend relevant training courses related to the duties of the post as directed by the Head Chef.
- 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.
- The University operates a No Smoking Policy.

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 – Head of Catering & Conference: 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.