

Job Description

General Details	
Job title:	Chef (ECSR18-02)
Faculty/School/Service:	Estates and Commercial Services
Normal Workbase:	Stafford campus (Blackheath Lane)
Tenure:	Permanent
Hours/FTE:	Full time working 37 hours per week
Grade/Salary:	Grade 2
Date Prepared:	October 2018

Job Purpose
<p>To assist in food production operations within the kitchen as directed by the unit supervisor</p> <p>Consistently deliver a welcoming, professional and customer focused service to all internal and external customers of the University</p>

Relationships
<p>Reporting to: Unit Supervisor</p> <p>Responsible for: Hospitality Assistant</p>

Main Activities
<ul style="list-style-type: none"> • Preparation and cooking of food including counter & hospitality production following pre-determined menus using portion control and innovative presentation techniques under the overall day to day direction of the Unit Supervisor • To delegate tasks to general assistants and other staff working within the kitchen. • To create resource lists to assist the Unit Supervisor in the ordering of supplies. • To assist the Unit Supervisor in the development of daily menus and contribute to ideas • To assist the Unit Supervisor in the monthly stock-takes as required • Ensure that menu items are ready for each service or for delivery and that food is replenished on the counter as required. • Ensure that all duties carried out in the kitchen comply with the University's Health & Safety, Food • Hygiene, allergen 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 unit supervisor.

- To work as an active supportive team member within the catering unit.
- To ensure that the kitchen is kept clean, tidy and that in the absence of the Supervisor it is secured at the end of the working day.
- To undertake any training identified within the PDR
- Undertake any other duties as may be reasonably required by the Unit Supervisor

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 Unit Supervisor
- 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.

Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

Variation to Job Description

The employer 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

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

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.