

## **Chef – Estates and Campus Services – Grade D**

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### **Job Description**

#### **Purpose**

To produce food which achieves a high standard in terms of quality and presentation which assists in the provision of an efficient and courteous service to Catering Services customers; both residential and non-residential customers, ensuring all are treated in a friendly and helpful manner to encourage loyalty to the service and as the business or client dictates.

#### **Duties**

1. To wear the uniform always provided, maintaining a smart appearance appropriate to the working environment.
2. To maintain service standards for our customers to include checking of displays ensuring all products are fit for sale and are of the appropriate quality and freshness on or near campus.
3. To take responsibility for food preparation in a designated area but also to work as part of a team and provide assistance to any other area as required.
4. To follow recipes provided.
5. To ensure food is checked for taste and presentation before being delivered to the customer.
6. To follow portion control guidelines and to liaise with Catering colleagues e.g. service and hospitality staff to ensure appropriate levels of production.
7. To follow Hygiene and Safety procedures ensuring current legislation and guidelines are adhered to e.g. temperature checks.
8. To assist the Lead Chef with menu compilation, ordering of goods, receipt of goods and stock control as required.
9. To ensure the security of fridges, freezers and stores.
10. Check equipment, fuel and power are switched off when not in use.
11. Washing up, clearing and cleaning in all work areas.
12. To ensure University Health and Safety policies and procedures and Government legislation are adhered to ensure the safety and welfare of the workplace environment, ensuring HACCP standards are maintained at all times.
13. To undertake such other relevant duties appropriate to the grade as may be required from time to time.

## Person Specification

### **Knowledge, Skills, and Behaviours (Essential)**

- Significant and recent catering experience (Application/Interview).
- Level 2 Catering qualification (or equivalent) (Application).
- Level 2 Food Hygiene qualification (Application).
- High standard of food hygiene and quality standards (Application/Interview).
- Excellent customer service skills (Application/Interview).
- Ability to work well under pressure and using own initiative (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

### **Knowledge, Skills, and Behaviours (Desirable)**

- Experience of mass production catering (Application/Interview).
- Experience of catering for a wide range of dietary requirements (Application/Interview).
- Level 3 Food Hygiene qualification (Application).