#### 3815-ARUSU-Logo-cmyk

**Job Description**

***Chef and Outlet Manager***

**Vision**

Students creating success together.

**Mission**

A Union with a personal connection to all students; we recognise individual aspirations for success and support students to collaborate and realise their ambitions.

**Our values are:**

**Inclusive**

We champion equality, diversity and accessibility. We respect the needs of the individual and the wider student community.

**Honest**

We think ahead, deliver on our promises and act honestly. We share our hopes, challenges and successes widely and effectively.

**Collaborative**

We always seek to work in partnership with our stakeholders to help us realise our shared ambitions.

**Determined**

We know what is important to ARU students and are driven to achieve the best possible outcomes for them

**Responsible for:** Part Time Student Staff

**Reporting to:** Commercial Services Manager

**Functional Relationships:** Commercial team, Student Activities team, Communications team, Representation team, Executive Officers, University departments including Estates & Facilities, Security and Catering Services, Marketing Department, NUS Services and Suppliers. External stakeholders including external security, suppliers and local residents.

**Section:** Services

**Any Other Relevant Information**

Salary £23,007

Hours of Work 40 Hours per week (flexibility required including unsocial hours) Hours will be annualised. It is likely that additional hours may be required to work during term time but released back in close down periods with prior agreement for the line manager.

Work Base: Chelmsford. Please note that the post-holder will be required to work at other University and 3rd party sites as necessary.

The Students’ Union is fully committed to its policies and procedures on Equality, Diversity and Inclusion

**Purpose of Job: To Manage the Food Service Outlet operated by ARU Students’ Union.**

**The successful candidate will continually develop a menu and lead a team of staff to prepare and cook dishes to order. They will oversee the Health and Safety Functions of the operational kitchen and, with support from the line manager, be the lead point of contact with local authorities with regards to food safety matters. They will increase revenue and profitability and ensure the delivery of high quality services to members and generate new leads, business opportunities and potential revenue streams for the Students’ Union.**

**Job Role:**

Kitchen Management:

* Responsible for the operational management of the kitchen and services areas.
* Continually develop and deliver a food menu that is suitable to the market place
* Maintaining appropriate stock levels at all times
* Take the lead on Health and Safety Functions of an operational professional kitchen
* Report any Health and Safety Risks or equipment fault in a timely manner
* Ensure that the Union’s health and safety policy and appropriate health and safety legislation are adhered to at all times and provide supervision for all kitchen, bars and venue staff
* Rota kitchen/bar staff in accordance with budgets and complete timesheets in accordance with finance procedures

People:

* Recruit, train and line manage staff to deliver excellent service throughout the operation
* Motivate and develop the staff team, focusing on effective supervision
* Adhere to Union Personnel Policies and Procedure

Finance:

* Work within budgets and assist in the production of annual budgets, reporting on a monthly basis any variances.
* Collate sales and expenditure data.
* Responsible for the handling of cash within the operation.
* Manage stock in accordance with Union policies and procedures and as instructed by your line manager.
* Manage stock including ordering, stock control and the maintenance of effective stock levels.
* Maintain proper financial controls and ensure that the Finance Department receives relevant financial information promptly, in line with the Union’s financial procedures.
* Ensure student staff timesheets are accurate and submitted in-line with the payment schedule.
* Take a proactive approach to ensuring invoices are raised and paid.

# Other

* Actively promote exceptional customer service throughout the Union.
* Undertake all activities in accordance with the Union’s equal opportunities, health and safety, environmental and staff protocol policies.
* Assist in the training and induction of new staff and elected officers as required.
* Attend external conferences and training as required and directed.
* Represent the Union and support officers as required.
* Carry out any other duties as may be assigned to the post holder and which are reasonably consistent with the position.

It is important to know that you will be expected to have a Personal Development Plan and to participate in any training programme, meeting or conference considered relevant to your job. The Students’ Union expects all staff to participate in, and take ownership of, their Induction, Personal Development Review, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students’ Union.

A condition of employment is that all staff are expected to assist in key events throughout the year e.g., Freshers Fair and any other key event, including elections, if necessary. Staff are expected to portray a positive image, both internally and externally of the Students’ Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.



**PERSON SPECIFICATION – Chef and Outlet Manager**

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| CRITERIA | ESSENTIAL | *DESIRABLE* |
| ***QUALIFICATIONS*** | | |
| Minimum G.C.S.E. or Level 2 equivalent English and Maths | 🗸 |  |
| Degree |  | 🗸 |
| First Aid Certificate |  | 🗸 |
| Food Safety and Hygiene Level for Catering 2 | 🗸 |  |
| Food Safety and Hygiene Level for Catering 3 |  | 🗸 |
| ***KNOWLEDGE AND EXPERIENCE*** | | |
| Minimum of 2 years continuous employment within a catering/chef supervisory role | 🗸 |  |
| Experience in staff management/leadership | 🗸 |  |
| Experience of budget management |  | 🗸 |
| Working with minimal supervision | 🗸 |  |
| Practical knowledge of Health & Safety law relating to the food, beverage and the entertainments industry |  | 🗸 |
| Track record of increasing revenue through commercial activity |  | 🗸 |
| Providing training and support for staff |  | 🗸 |
| Manage and motivate paid and voluntary staff and support them to deliver objectives. |  | 🗸 |
| ***SKILLS AND ABILITIES*** | | |
| Computer literacy and keyboard skills (Microsoft Office) | 🗸 |  |
| Ability to recruit and train staff | 🗸 |  |
| Excellent communication skills both written and oral | 🗸 |  |
| Proven leadership skills | 🗸 |  |
| Proven organisational skills | 🗸 |  |
| Experience of contracts with external agencies and artists |  | 🗸 |
| Initiative, vision and creativity; to think and plan strategically | 🗸 |  |
| Ability to work within agreed budgets | 🗸 |  |
| Multi-tasking to tight deadlines | 🗸 |  |
| ***PERSONAL QUALITIES*** | | |
| Patience, enthusiasm, ability to motivate others | 🗸 |  |
| Commitment to working in a democratic environment | 🗸 |  |
| Flexible and adaptable approach to work and working hours | 🗸 |  |
| Customer focused with the ability to work with a range of people | 🗸 |  |
| Team based approach to work | 🗸 |  |
| Enthusiastic and positive approach to work | 🗸 |  |
| Honest/ Trustworthy in a cash environment | 🗸 |  |
| ***OTHER*** | | |
| Understanding of and commitment to the principles of equal opportunities | 🗸 |  |
| A desire for self-development and willingness to engage in training opportunities | 🗸 |  |
| Ability to hold a personal license if required | 🗸 |  |
| Ability to travel independently to other locations when required | 🗸 |  |
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A = Application Form, E = Evidence, I = Interview, T = Test