#### 3815-ARUSU-Logo-cmyk

**Job Description**

***Junior Chef***

**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:** Chef and Outlet Manager

**Functional Relationships:** Commercial team, University departments including Estates & Facilities, Security and Catering Services, NUS Services and Suppliers. External stakeholders including external security, suppliers and local residents.

**Section:** Services

**Any Other Relevant Information**

Salary £17,499.77

Hours of Work 35 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 from 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 support the management of the Food Service Outlet operated by ARU Students’ Union. The main part of the role will be to prepare and cook food to order in the outlet, whilst maintaining excellence in food hygiene regulations.

The successful candidate will be able to step up to lead a team of staff in the absence of the outlet manager. They will also support the Health and Safety Functions of the operational kitchen.

**Job Role:**

Kitchen Duties:

* To work as a proactive member of the catering team.
* Prepare, cook and serve all menu items to a consistently high standard.
* Ensure that health, safety and hygiene regulations are adhered to in the kitchen, and at outdoor catering events and help support the Chef/Outlet Manager maintain 5\* EHO ratings.
* General admin that is consistent with the role.
* 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.
* Uphold the four licensing objectives at all times.
* Be able to step up and deputise in the absence of the Chef/Outlet Manager.

People:

* To help support in the recruitment, training and supervising all catering staff.
* Motivate and develop the student staff team.
* Adhere to Union Personnel Policies and Procedure.

Finance:

* Some Cash handling duties from time to time in accordance with union policies and procedures as instructed by your line manager
* Support Line Manager with stock control to include Line Checks, GP%, Monthly Stocking and all ordering

# 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 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 – Sous Chef**

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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 1 year experience within a catering/chef role | 🗸 |  |
| Experience in staff supervision |  | 🗸 |
| Working with minimal supervision | 🗸 |  |
| Practical knowledge of Health & Safety law relating to the food, beverage and the entertainments industry |  | 🗸 |
| 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) |  | 🗸 |
| Experience in training staff |  | 🗸 |
| Excellent communication skills both written and oral | 🗸 |  |
| Proven organisational skills | 🗸 |  |
| Experience of contracts with external agencies and artists |  | 🗸 |
| 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 |  | 🗸 |