#### 3815-ARUSU-Logo-cmyk

**Job Description**

**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:** Junior Chef, Part Time Student Staff

**Reporting to:** Food and Beverage 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:** Commercial Services

**Any Other Relevant Information**

Salary Grade 2.1

Hours of Work 40 hours per week (flexibility may be required including unsocial hours).

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

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

**Purpose of Job:** The chef is responsible for the preparation and presentation of delicious meals for our customers. Ensuring the efficient and smooth running of the kitchen. To ensure our menu reflects current market trends and meets the needs of our customer base. Ensuring delivery of high quality dishes, whilst maintaining excellent food hygiene standards.

**Job Role:**

Kitchen Duties:

* Prepare, cook and serve all menu items to a consistently high standard and in a timely manner.
* Ensure appealing plate presentation.
* Respond to customer requests as and when required. Modify recipes to meet customers’ needs when required.
* Check freshness of food and waste out of date items completing paperwork as necessary.
* Demonstrate due diligence that health, safety and hygiene regulations are adhered to in the kitchen, and at outdoor catering events and help support the Food and Beverage Manager maintain 5\* EHO rating.
* Be accountable for ensuring compliance with allergen legislation and labelling.
* Ensure processes are in place to deliver consistent product presentation and portion control.
* General administration that is consistent with the role.
* Report any health and safety risks or equipment faults in a timely manner.
* Ensure compliance with kitchen cleanliness at all times.
* Check deliveries on receipt ensuring faulty items are returned, ensuring that the relevant paperwork is received and processed in a timely manner.
* Ensure that an effective stock rotation and date coding procedures are adhered to at all times and that stock levels are kept at the agreed level.
* Develop the menu to include emerging market trends, product seasonality and respond to customer feedback.

Finance:

* Be responsible for cash handling duties from time to time in accordance with union policies and procedures as instructed by your line manager.
* Support your line manager with stock control to include line checks, GP%, monthly stocking and all ordering.
* Assist your line manager with the preparation of budgets.
* Aim to achieve the budgeted gross profit.
* Ensure procedures in place to minimise waste and stock loss.
* Aware and in control of food cost percentages.

People:

* Work as a proactive member of the catering team, promoting and maintaining good working relationships throughout the catering team both front and back of house.
* Carry out, monitor and record staff training.
* Undertake a mentoring and coaching role to support the development of all members of the catering team.

# 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 – 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 |  | 🗸 |
| Catering qualification or relevant industry experience | 🗸 |  |
| ***KNOWLEDGE AND EXPERIENCE*** |
| Minimum of 2 years’ experience within a catering/chef role  | 🗸 |  |
| Experience in staff supervision | 🗸 |  |
| Working with minimal supervision | 🗸 |  |
| Practical knowledge of Health & Safety law relating to food | 🗸 |  |
| Providing training and support for staff |  | 🗸 |
| Up to date knowledge of cooking techniques | 🗸 |  |
| Experience with kitchen equipment | 🗸 |  |
| ***SKILLS AND ABILITIES*** |
| Computer literacy and keyboard skills (Microsoft Office) |  | 🗸 |
| Experience in training staff |  | 🗸 |
| Excellent communication skills both written and oral |  | 🗸 |
| Proven organisational skills | 🗸 |  |
| 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 | 🗸 |  |
| Leadership skills | 🗸 |  |
| Excellent time management skills and the ability to remain calm under pressure | 🗸 |  |
| ***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 travel independently to other locations when required |  | 🗸 |