#### 3815-ARUSU-Logo-cmyk

**Job Description**

**Junior Chef / Cook**

**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:** 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 1.2

Hours of Work 25 hours per week over 36 weeks a year, term time only (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:** To prepare and present delicious meals for our customers. Responsibilities include adhering to approved recipes, delivering high standards of presentation and consistent portion control. Whilst maintaining excellent food hygiene regulations and compliance with allergen legislation.

**Job Role:**

Kitchen Duties:

* 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.
* Prepare, cook and serve all menu items to a consistently high standard and in a timely manner.
* Ensure food presentation and portion control guidelines are delivered at all times. Respond to customer requests as required. Modify recipes to meet customers’ needs when required.
* Check freshness of food and waste out of date items completing paperwork as necessary.
* Ensure 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.
* General administration that is consistent with the role.
* Report any health and safety risks or equipment fault 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.
* Ensure that an effective stock rotation and date coding procedures are adhered to at all times.

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.
* Follow all procedures to minimise waste and stock loss.

# 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 – Junior Chef / Cook**

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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 1 year 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 | 🗸 |  |
| ***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 |  | 🗸 |