**JOB DESCRIPTION**

**Post:** Refectory Chef

**Responsible To:** Refectory Team Supervisor

**Summary of Post:** To support and develop all catering operations of the College. To provide a realistic, stimulating and engaging work experience environment within the refectory whilst providing excellent customer service and value for money.

# Specific Duties:

1. To support all strategies and plans for growth and improvement.
2. To develop and deliver an exceptional culinary experience for all internal and external customers.
3. To monitor and review events and activities planed through communication with the Commercial Team
4. To manage the catering stock control and keep all costing’s up to date.
5. To provide excellent customer service for all internal and external events.
6. To work closely with curriculum staff to meet the needs of students, internal and external customers.
7. To be responsible for the College apprentice refectory chef.
8. To carry out assessment of College apprentices.
9. To provide a work experience opportunity that is stimulating, creative and realistic for full and part time students.
10. To ensure students are safeguarded and appropriate actions taken to identify and respond to learner’s welfare concerns.
11. To undertake risk assessments where required and ensure the refectory kitchen adheres to all relevant legislation regarding the safe handling of food and Health and Safety
12. To work flexibly including evenings, weekends and split shifts as required.
13. To embrace the opportunity and need for continual self and team development.
14. To engage with stakeholders to ensure continual improvement.
15. To adhere to the College ethos, policies and procedures.
16. To participate in the Staff Appraisal Scheme and to undertake training based on individual and service needs.
17. To take a lead in creating a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.

# General Duties and Responsibilities:

1. To participate in the Staff Appraisal Scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with College policies and guidelines in respect to health & safety
4. To demonstrate positive personal and professional behaviour as specified College Code of Conduct.
5. To undertake continual CPD to support the College culture of continuous improvement.
6. To partake in Performance Standards scheme and quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested by College management.
10. You will be responsible for protecting staff and learners from all preventable harm as per College Safeguarding procedures.

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|  | **EMPLOYEE SPECIFICATION** | **Application** | **Interview** | **Shortlisting Weighting** |
| Skills | | | | |
| 1. | Excellent oral and written communication skills | ✓ | ✓ | 4 |
| 2. | Excellent customer service skills | ✓ | ✓ | 4 |
| 3. | Excellent administrative, time management and organisational skills |  | ✓ | 4 |
| 4. | Good management skills with the ability to lead and motivate a team of staff | ✓ | ✓ | 4 |
| 5. | Good understanding of and commitment to the safeguarding of students |  | ✓ | 4 |
| 6. | Actively contribute to the College’s Safeguarding practice, procedures, culture and ethos | ✓ | ✓ | 6 |
| 7. | Ability to act on own initiative | ✓ | ✓ | 4 |
| Experience | | | | |
| 1. | Experience and understanding of managing budgets | ✓ | ✓ | 4 |
| 2. | Minimum of four years successful experience in a high quality restaurant environment | ✓ | ✓ | 4 |
| 3. | Competent in IT |  | ✓ | 4 |
| 4. | Proven track record of setting and achieving challenging improvement targets | ✓ | ✓ | 4 |
| 5. | Flexible approach to work |  | ✓ | 4 |
| Education | | | | |
| 1. | Maths Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 2. | English Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 3. | A1 and V1 awards or willingness to undertake |  | ✓ | 4 |

**Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.