**ROLE PROFILE**

**Job Title:** Kitchen Manager/Head Chef  
**School/Department:** Catering Services  
**Job Family and Level:** O&F Level 3-B  
**Contract Status:** Permanent  
**Hours of Work:** 36.25 hours per week worked 5 days out of 7 to be arranged to include evenings and weekends, bank holidays, University closure days  
**Location:** University Park/Jubilee Campus  
**Reporting to:** Catering Operations Manager  

**Purpose of the Role:**  
To manage the day-to-day activity and associated areas of a unit kitchen, responsible for ensuring a consistent, high quality service delivery within a devolved budget.

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<tr>
<th>Main Responsibilities</th>
<th>% time per year</th>
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<tbody>
<tr>
<td>1. To prepare and cook a wide range of high volume meals for a diverse mix of customers and events. To provide the highest quality of courtesy and care to all customers ensuring the highest service quality in support of the student experience. To manage adherence to the department’s Food Safety Management System (HACCP) ensuring all relevant documentation is completed accurately.</td>
<td>50%</td>
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<tr>
<td>2. To manage and organise the operations of a food service unit, providing comprehensive food production delivered through a variety of service arrangements. Identifying resources required to ensure high quality and consistent service provision. Responsible for all front counter service and associated functions within the dining area.</td>
<td>20%</td>
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<td>3. Responsible for ensuring cleanliness and care of all areas of work and the equipment and reporting maintenance requirements.</td>
<td>10%</td>
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<td>4. To manage service delivery and associated functions including, stock management, monthly budget figures, wage costs and wastage, to drive the area to meet its targets. Continually reviewing procedures to identify opportunities for product and service improvements in areas of responsibility. To liaise closely with the Operation Manager regarding delivery of conference meals.</td>
<td>10%</td>
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<tr>
<td>5. To be fully conversant with and competent to use all systems and equipment relevant to area of work. Including software such as Kinetix, Vanquish, Word, Excel, purchase card/e-solutions and others as required.</td>
<td>3%</td>
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<tr>
<td>6. To successfully manage adherence to Health and Safety regulations, University, Hospitality and external, standards, policies, procedures and codes of practice.</td>
<td>3%</td>
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7. Undertaking and utilising training and development to enhance working skills and knowledge of self and team, to improve service delivery. 2%

8. Any other duties appropriate to the grade and role of the person appointed. 2%

### Knowledge, Skills, Qualifications & Experience

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<th>Essential</th>
<th>Desirable</th>
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| Qualifications/ Education | • 706 1/2 or NVQ 1 & 2  
• Level 2 Food Hygiene  
• Excellent level of numeracy and literacy |                                                                           |
| Knowledge/ Skills/Training | • Substantial knowledge of HACCP procedures  
• Excellent cooking skills |                                                                           |
| Experience              | • Substantial experience gained in a similar environment or busy large scale operations e.g. contract catering, hotels  
• Substantial experience of stock purchase and control  
• Experience of all aspects of staff management  
• Experience of training staff  
• Experience of dealing with customers  
• Some knowledge of Microsoft Office products especially Word, Excel and Outlook |                                                                           |
| Other                   | • Actively seeks to develop self  
• Adaptable  
• Attention to detail  
• Seeks explanations and solutions  
• Concentrates attention and activity on customer  
• Effective communicator  
• Ability to work in a team | • Work under pressure and on own initiative  
• Leadership skills |

The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.