



<b>Job title</b>	Second Chef/ Deputy Head Chef	<b>Job family and level</b>	O&F Level 2
<b>School/ Department</b>	Catering Services	<b>Location</b>	University Park or Jubilee Campus

### Purpose of role

To assist the Head Chef to manage the day-to-day activity of a food production and service unit, contributing to ensuring a consistent, high quality service delivery within a devolved budget.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	To both assist the Head Chef and work independently 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 customers service in support of the student experience.	50%
2	All aspects of staff supervision within a unit, identifying resources required to ensure high quality and consistent service provision. To take on the full roles and responsibilities of the Head Chef in their absence, including occasional menu planning, payroll and ordering stock.	25%
3	Responsible for the cleaning and care of all areas of work and the equipment and reporting maintenance requirements.	10%
4	To assist in organising and processing weekly invoices to ensure that weekly food costings can be produced. To monitor stock and keep accurate records of purchases, cashing up, and closing and similar supervisory duties as required.	5%
5	To be fully competent in the use of all systems and equipment relevant to the area of work, including software such as Kinetix, Vanquish, Word, Excel, purchase card/ e-solutions and others as required.	3%
6	To successfully manage adherence to Food Safety, HACCP and Health and Safety regulations, University, Hospitality and external, standards, policies, procedures and codes of practice, this to include accompanying EHO and other external or internal auditors during site visits.	3%
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%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Good communication skills Planning and organisational skills</li> <li>▪ Excellent cooking skills</li> <li>▪ Actively seeks to develop self</li> <li>▪ Adaptable</li> <li>▪ Attention to detail</li> <li>▪ Seeks explanations and solutions</li> <li>▪ Concentrates attention and activity on customer</li> <li>▪ Effective communicator</li> </ul>	<ul style="list-style-type: none"> <li>▪ Work under pressure and on own initiative</li> <li>▪ Develops others</li> <li>▪ Leadership skills</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Previous experience in large scale catering e.g. hotels, contact catering</li> <li>▪ Supervisory experience gained within a similar role/environment</li> <li>▪ Knowledge Of HACCP</li> <li>▪ Knowledge of monitoring quality control measures and hygiene system</li> <li>▪ Knowledge of Microsoft Office products especially Word, Excel and outlook</li> <li>▪ Experience of training staff</li> <li>▪ Experience of dealing with customers</li> <li>▪ Experience in managing a team and dealing with conflicts</li> <li>▪ Experience of stock management</li> </ul>	
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ 706 1/2 or NVQ 2 in Food Production or substantial relevant experience in a similar large scale catering environment</li> <li>▪ Excellent level of numeracy and literacy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Level 2/3 Food Hygiene Certificate</li> </ul>



The University 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.

## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as H&S, EDI and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

## Key relationships with others

