



JOB DESCRIPTION

Post title:	Chef
Line Manager	Bar, Café & Events Manager
Salary / Grade	£12,657 (FTE £15,842)
Hours	37 hours per week – 36 Weeks p/a This will require evening and weekend working and a flexibility to meet peak term time periods.
Location	Predominantly Newton Park Campus

Purpose of the Role

- Assist in the provision of a friendly, customer focussed service
- Assist in the daily activities to ensure the smooth running of the Union Kitchen during a shift as directed by the Bar Café and Events Manager.
- To ensure that the facilities are managed in line with legal requirements, the Union's policies and procedures and to Food Hygiene standards.

Main Duties & Responsibilities

- To assist in the preparation and serving of food, ensuring it is to a consistent high standard
- To develop an attractive range of food options, which are responsive to customer feedback and which optimise profit for the Union.
- To be responsible for maintaining the cleanliness of the Kitchen during a shift, ensuring the Kitchen's 5* Food Hygiene standards are maintained and the accreditation is retained.
- To be responsible for the ordering and monitoring of stocks and supplies, ensuring stock levels are maintained and wastage minimised.
- Assist in the supervision of student staff members and be responsible for their supervision during a shift in the absence of the Bar, Café and Events Manager or Assistant Manager.
- Be responsible for maintaining, accurate, up-to-date records during a shift, as directed by the Bar, Café and Events Manager.

- Assist in ensuring that all areas of the Union Cafe and goods on sale comply with legal requirements and Union policy, ensuring Health and Safety standards are maintained at all times.
- To ensure that equipment is properly maintained and notify managers of any defaults that occur.
- Assist the Bar, Café & Events Manager and Assistant Manager in the development and delivery of staff training as required.
- Assist the Bar, Catering and Events Manager to ensure security standards are maintained at all times.
- Assist the Assistant Manager and the Bar, café & Events Manager in the delivery of special events.

General tasks and Responsibilities

- To ensure that the Union's policies, particularly in relation to Health and Safety, data protection, Financial Management and staffing are adhered to
- To remain up to date with the Union's policies and procedures and to undertake any relevant training required.
- To participate proactively in the Staff Development review process and undertake further professional development training relevant to your role, where resources allow.
- To ensure that the Union's standards in relation to Equality & Diversity are upheld at all times
- Work proactively towards delivering the Union's strategic aims.
- To have a 'can do', problem solving attitude that contributes to the work of the whole team.
- To work at weekends and evenings, according to organisational need or activities.
- To undertake any other duties required which are commensurate with the scope and grade of the post.

Signed (employee)

Date

Signed (line manager)

Date

Person Specification

Job Title: Kitchen Assistant

Criteria	Essential	Desirable	How is this assessed
Qualifications	Good general standard of education	First Aid Certificate Food hygiene certificate Relevant professional catering training such as Level 3 NVQ Diploma in Professional Cookery	Application Interview
Skills & Knowledge	Excellent communication skills Excellent attention to detail	Knowledge of Health & Safety legislation	Application Interview
Relevant Experience	Experience of working with wide variety of people Experience of working in a kitchen or cafe or similar environment	Experience of working with volunteers	Application Interview
Personal Qualities	Demonstrable experience of working within a team An approachable, problem-solving attitude Flexible and adaptable approach		Application Interview
Special Conditions	Students Union reserves the right to refuse holiday leave requests during term times		