

## **Casual Chef**

### **Job Description**

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|--------------------|---|
| <b>Job Title:</b>  | Casual chef   |
| <b>Department:</b> | Catering  |
| <b>Reports to:</b> | Head Chef/Catering Director                                 |
| <b>Salary:</b>     | £15.50 per hour plus holiday pay                            |
| <b>Hours:</b>      | Hours are as and when needed up to a maximum of 40 per week |

#### **Purpose of the Role**

To assist the Head Chefs to provide meals of high quality to Fellows, Staff, Students and commercial Customers, in compliance with the Food and Health and Safety Regulations and College policies.

#### **Liaising with:**

- All Catering staff and other college members e.g. staff and Fellows as appropriate.

#### **Duties and Responsibilities**

##### **1. Food Production**

- To work as a team member cooking and presenting the required quantity of high quality and nutritious food according to menu and recipe specifications.
- To be able to prepare a wide variety of foods as requested by the senior chefs and to always check preparation methods, and flavour before serving any food.
- To assist with the service of food at special banquets when required.
- To assist in the compilation and implementation of standard recipes.
- To be willing to learn new production methods, or new recipes and to comply with the requirements of the senior chefs at all times.

##### **2. Stock Control**

- To assist with stock rotation of all foodstuffs including refrigerators and freezers. To label, date and properly store all foodstuffs in appropriate storage areas.
- To bring to the attention of the senior chefs any stock shortages or shortfalls as soon as they are apparent.
- To be equally responsible with the other members of the kitchen team for monitoring and prevention of wastage or spoiling.
- To participate in or assist with monthly or regular stock takes.

##### **3. Food Hygiene and Health and Safety**

- To carry out duties in adherence to the College Food Hygiene Policy, and current Food Hygiene and Health & Safety legislation.
- To be familiar with Fire Safety and COSHH policies of the College.
- To work on a 'clean as you go' basis at all times in order to ensure that a high level of cleanliness is maintained in all areas of the kitchen.
- To carry out cleaning duties in work area and kitchen as required by the senior chefs and work rotas.
- To maintain a high standard of personal hygiene and to wear a clean uniform and to wear and use proper safety equipment at all times while on duty.
- To report all accidents and hazards or maintenance issues immediately to senior colleagues.

The above is not an exhaustive list of duties. The post holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

### Professional standards and expectations

- Hardworking, honest, reliable and discreet.
- Methodical and thorough in all tasks undertaken.
- Ability to achieve and maintain a high standard of cleanliness and hygiene.
- Willingness to adopt a flexible approach to tasks.
- Ability to work as a team member.

### Person Specification

|   | Essential Criteria   | Desirable Criteria                      |
|---|--|---|
| <b>Knowledge and Qualifications</b>           | <ul style="list-style-type: none"> <li>• City &amp; Guilds 706 1 or NVQ equivalent qualification</li> <li>• CIEH/Basic Food Hygiene Certificate</li> <li>• CIEH/Intermediate Food Hygiene Certificate</li> <li>• CIEH Basic Health and Safety Certificate or equivalent</li> <li>• Good knowledge of current food trends</li> <li>• Allergen training</li> </ul>   | Full, current and clean driving licence |
| <b>Experience</b>                             | <ul style="list-style-type: none"> <li>• Breadth of experience, skills and achievements gained from working within a hotel, restaurant or contract catering environment.</li> <li>• Minimum of 1-2 years' experience</li> <li>• Management experience, or a willingness to develop management skills</li> </ul>  |   |
| <b>Skills and Abilities</b>                   | <ul style="list-style-type: none"> <li>• Good oral communication skills</li> <li>• Accurate record keeping skills and general attention to detail</li> <li>• Organisational skills in order to be able to assist with the running of a busy food service area</li> <li>• Ability to follow instructions from Section Chef/Head Chef at all times</li> <li>• Problem-solving skills</li> <li>• Team playing abilities</li> <li>• IT proficient</li> </ul> |   |
| <b>Personal Characteristics and Abilities</b> | <ul style="list-style-type: none"> <li>• Flair and passion for food</li> <li>• Positive and professional attitude</li> <li>• Demonstrate a high standard of personal cleanliness and appearance</li> <li>• Polite manner in dealing with customers and staff</li> <li>• Ability to work under pressure</li> </ul>  |   |