

Job Description

Post:	Chef
Grade:	Scale 2
Hours:	969 hours per year
Responsible to:	Catering Manager / Chef
Responsible for:	
Accountable to:	The democratic decision-making processes of the organisation, in line with the Constitution.

Post Holder	VACANT	JD last reviewed	September 2014
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Purpose of Post:

To provide catering services in the Kitchen

Duties and responsibilities:

- The preparation and cooking of raw materials including meat, fish and vegetables to produce a wide range of dishes including main courses, entrees, vegetarian meals, vegetable products, sweets and bakery goods
- To ensure food is prepared, served and displayed and at all times handles in accordance with Food Hygiene Regulations and the Health and Safety at Work Act
- To undertake the cleaning of equipment and utensils in the kitchen and refectory including the washing of dishes and pots and pans
- To assist the supervisor with ordering of food items, checking and receiving of goods and correct stock rotations
- Deputise for the supervisor in their absence by ensuring that all aspects of the food service are maintained to the correct standard and when necessary be responsible for allocating and overseeing the duties of other catering staff employed within the work unit. These duties will also include responsibility for the security of catering areas and the safe deposit of cash takings
- To undertake other reasonable duties as may be required from time to time.

- Maintain a clean and safe environment at all times
- Provide quality food as per set menu provided by the Catering Manager

General

- To understand and uphold the Vision, Mission and Values of the organisation and ensure that these guide and inform the work and conduct of the post holder. UPSU has a democratic decision-making process and the post holder must always respect this when carrying out his/her duties
- To be knowledgeable of the UPSU Constitution, as it applies to this post, including any legal requirements
- To work in accordance with all UPSU policies and procedures, including Health and Safety, Staffing Protocols, Financial Procedures and the UPSU Equal Opportunities Policy
- To work in accordance with UPSU's Environmental Policy and to make a commitment to improving UPSU's environmental impact by means of energy saving and recycling in the workplace
- To undertake duties from time to time as requested by the Union Management that may be reasonably considered within the scope of the post
- To attend from time to time, as required, meetings as necessary to meet the requirements of the post
- To attend all Staff Development Days and training as required. Flexibility in working hours may be required to accommodate this
- To be flexible and adaptable in a changing environment, the role holder may be assigned to other areas of the Students' Union to meet the needs of the service. This will in turn provide development opportunities in which to broaden experience

to transform lives through experience

Person Specification

Chef			
Criteria	Essential	Desirable	Assessment
Education	<ol style="list-style-type: none"> 1. Basic Food Hygiene Certificate 2. NVQ II/III (or equivalent) in a Catering related discipline 	<ol style="list-style-type: none"> 1. First Aid at Work Qualification 2. Advanced Food Hygiene Certificate 	Application Form and Interview
Experience	<ol style="list-style-type: none"> 3. Experience in a busy kitchen 4. Experience of dealing with food service 5. Previous supervisory experience 	<ol style="list-style-type: none"> 3. Experience of providing a catering service for functions 	Application Form and Interview
Knowledge	<ol style="list-style-type: none"> 6. Knowledge and understanding of catering 7. Knowledge of food preparation 8. Knowledge of nutrition and special diets 9. Basic understanding of health and safety 		Interview
Skills	<ol style="list-style-type: none"> 10. Excellent interpersonal skills 11. Excellent numeracy skills 12. Able to multi-task 		Interview
Personal Qualities	<ol style="list-style-type: none"> 13. Focussed on quality 		Interview
Availability			Interview