



Job Description – Temporary Full Time Chef (Paternity cover)

Sarum College is an ecumenical centre for Christian Study and research where our passion is learning that nourishes the human spirit. Welcoming people of all faiths and none, we offer space and time for enquiring minds to grow in wisdom and courage.

The College has invested over half a million pounds on upgrading its accommodation and refectory facilities and has a business plan based on continued growth. At the heart of the college's life is the Refectory. The Catering team is headed up by the Catering Manager who with the Head Chef (currently on Paternity Leave), Second Chef and other members of the catering team deliver and continue to improve the highest level food and service standards to all College guests. The post of Temporary Chef has been created to provide cover during the paternity of the Head Chef

Job Title Temporary Chef

Purpose To work for the Catering Manager and with the other chefs to successfully deliver the highest possible standards of food and service to students, customers and staff at all services at all times.

The Principal accountabilities are:

The preparing and cooking of all meals times	75%
The ordering and stock maintenance of all kitchen products	10%
The cleaning and tidying of the kitchen areas after service	10%
Monitoring and completion of the food hygiene paperwork	5%

Detailed tasks include:

- To work flexibly with other kitchen staff to ensure full cover for all catering including breakfasts, lunches, suppers and teas and coffees and additional functions;
- Interact with customers at every service period ensuring that the service is running smoothly and that customers are happy with the service they are receiving;
- Operate a set of pre-service checklists that ensures that all areas, whether within the main Refectory or at a function, are fully sourced and ready for the service to commence;

- Promote exceptional standards of customer service, ensuring that all services, whether Refectory or hospitality, operate in a friendly, smooth and efficient manner at all times;
- Ensure that all members of the catering team are aware of their duties throughout the day, especially during service periods and that both the front of house and kitchen team work closely together during these periods to ensure that they run as smoothly as possible;
- To take responsibility for the catering operation in the absence of the Catering Manager, Head Chef or Second Chef;
- Ensure that all areas are spotlessly clean at all times and operate appropriate cleaning schedules as have been set in place, ensuring that they are completed, checked and archived;
- To assume the responsibilities of the Catering Assistant as required;
- To be responsible for all aspects of health & safety in the absence of the Catering Manager, Head Chef or Second Chef, within the policies and procedures of the College;
- To attend as required internal and external meetings and training courses; and
- To carry out any duties of the Catering Manager in his absence.

In addition to the duties set out in the job description, you may be required to undertake other duties from time to time as the Trust considers appropriate having regard to your skills and experience.

Job Details

Duration	The post is a temporary post. The first contract will be for 6 weeks and it is likely that it will be renewed every 6 weeks with a further 6 week contract, up to the end of the period of employment which it is anticipated will be 17th February 2016.
Hours	The normal working hours will be between 7.00 am. and 9.00 pm. on all days of the week with a paid break of 20 minutes. You will occasionally be required to work outside these hours and in such circumstances time off in lieu will be given.
Remuneration	The salary for the post is £18,000 pa. The pro-rata equivalent of the annual leave entitlement of 5 weeks plus statutory holidays; this includes the days when the College may be closed over the Christmas period.
Start date	10th August 2015
Line Manager	The line manager is the Catering Manager

Person Specification

Essential

- Must have a wide range of cooking abilities and knowledge of both European and world cuisine
- To either possess the 706/1 and 2 city and guilds qualification in catering, or an N.V.Q level 3 in the catering industry.
- Must have an up to date Level 2 food hygiene certificate.
- Have at least 3 years experience as a qualified Chef working in similar environments
- To be able to work under pressure. To cater for numbers between 40-80 working under ones own initiative.
- To have experience in producing desserts, pastries and breads. All of which are baked fresh at the college.
- To have good communication skills when dealing with other members of staff and the general public
- To carry out food produce orders, and to monitor stock controls and stock takes.
- A working knowledge of basic computer skills including Word, excel and the use of a data base system
- Sympathy with Sarum's ethos.

Desirable

- To contribute to the choices in the menus provided by Sarum College
- Knowledge of both hot and cold buffets, catering for weddings and other celebratory events.
- To have a good working knowledge of the food hygiene regulations set out by the national food standards agency