

## **Job Description – Part-time Qualified Chef**

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 and the role of the Assistant Chef has been created to work with the Catering Manager and other members of the catering team to deliver and continue to improve the highest level food and service standards to all College guests.

**Job Title**            Qualified 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:**

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| 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 and Head 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 and Head 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**

**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.

The contracted weekly pattern of work will be 3 shifts of 8 hours and there will be no fixed shift pattern. Rotas will be set on a weekly basis. Effort will be made to take account of employees' commitments, but the rota will be set around the needs of the business. Overtime may be offered to cover other Chefs annual leave and sickness periods

**Remuneration** The full time equivalent salary for the post is £17,500 pa which equates to a salary of £10,500 pa for the post.  
The annual leave entitlement is 5 weeks plus statutory holidays; this includes the days when the College may be closed over the Christmas period.

Sarum also operates a non-contributory defined contributions pension scheme to which Sarum currently contributes 8%.

**Line Manager** The Catering Manager

## Person Specification

### Essential

- Must have a wide range of cooking abilities and knowledge of both European and world cuisine
- To offer new and innovative ideas in creating and improving of Sarum's menus
- 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