

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 heavily to upgrade its accommodation and refectory facilities and has a business plan based on continued growth. The Refectory where people gather for meals is a significant aspect of the College's life. The Part-time Qualified Chef role has been created to work with the 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:

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 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 and 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 the duties of the Duty chef in the absence of the Catering Manager or Second Chef.

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 7am and 9pm 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 hours for this post are two shifts of eight hours per week. 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 ultimately the rota will be set around the needs of the business.

Pay The salary for this part-time post is £7,600 pa
The annual leave entitlement for a full time post is five weeks plus statutory holidays; this includes the days when the College may be closed over the Christmas period. Uniforms are supplied and meals provided when on duty. Sarum also operates a pension scheme to which Sarum currently contributes 8.5%. The employee may choose to contribute to the scheme but is not required to do so.

The line manager for this post is the Catering Manager.