

Candidate Information

Position: Cafe Chef
School/Department: Campus Food and Drink
Reference: 24/111783
Closing Date: Friday 19 April 2024
Salary: £25,641 - £26,973 per annum
Anticipated Interview Date: Wednesday 8 May 2024

JOB PURPOSE:

To plan, prepare and oversee the daily preparation, production, and presentation of food at a high standard within a busy café environment.

MAJOR DUTIES:

1. Prepare, cook, present, and serve a variety of food according to a pre-arranged menu for a wide customer base.
2. Responsible for placing food orders with approved suppliers, checking quality of goods delivered and approving delivery invoices.
3. Ensure the kitchen adheres to correct working procedures, budgets, portion control, waste efficiencies and stock control/rotations.
4. Supervise and allocate work to junior kitchen staff as and when required ensuring that all the required quality standards are met providing guidance and support through on-the-job training.
5. Assist in recording of temperatures and any other records as and when required. Highlight any areas of concern or which require action, in a timely manner to the café Manager.
6. Comply with Health and Safety regulations and provide documented evidence of compliance to include use of and cleaning of equipment, hygiene regulations, COSHH, HACCP, fire safety and emergency procedures.
7. Ensure the work areas are left clean, cleaning activity is recorded, equipment switched off and all Health and Safety standards are adhered to on a day-to-day basis.
8. Contribute to the University's Carbon management plan and carbon reduction policy and encourage staff and customers to recycle appropriate items and reduce energy consumption, in line with objectives set by Campus Food and Drink. Play an active part in team goals in relation to carbon reduction and bring new ideas and initiatives to the Campus Food and Drink Green Team, through engaging with those staff members who are members of the committee.
9. Carry out any other duties which are appropriate to the post as may be reasonably requested by cafe manager.

ESSENTIAL CRITERIA:

1. Either academic and/or vocational qualification (e.g. GCSE, O'Level, NVQ 2, City & Guilds 706/2 in Hospitality related subject (or equivalent) and relevant previous experience in a commercial catering or café environment OR significant relevant work experience in commercial catering or café environment (Previous supervisory skills required).
2. Basic Food and Hygiene Certificate.
3. Knowledge and understanding of relevant systems, procedures, all quality standards which must be kept including Health and Safety.
4. Good communication and interpersonal skills.
5. Have good numeracy, literacy and basic bookkeeping skills.
6. Ability to work on own initiative and work as part of a team.
7. Ability to have a flexible approach in order to meet the demands of the business in accordance with shift rotas.
8. This is a permanent post for 37 hours per week. Where required to work a shift basis over 7 days, an 18% shift allowance will be paid.