

**JOB DESCRIPTION**  
**Chef**  
**Vacancy Ref: N1465**

<b>Job Title:</b>	Chef	<b>Present Grade:</b>	3
<b>Department/College</b>	Catering		
<b>Directly responsible to:</b>	Head Chef		
<b>Supervisory responsibility for:</b>	Cooks, Porter, Part time and Casual Staff.		
<b>Other contacts</b>			
<b>Internal:</b>	Head of Hospitality, Executive Chef, Assistant Hospitality Managers, FOH Supervisors, General Assistants, Staff and Students.		
<b>External:</b>	Conference delegates and visitors.		
<b>Major Duties:</b>	<ul style="list-style-type: none"> <li>To prepare food to the highest standard by following recipes and assisting in developing and maintaining our SOP's (Standard Operating Procedures). Follow presentation guidelines as directed by the Head Chef.</li> <li>To maintain excellent customer relations and to constantly strive to improve customer service.</li> <li>Assist with ensuring the kitchen is correctly stocked in line with the business level to ensure minimum waste.</li> <li>To assist with the monthly stocktaking process and achieve budgetary requirements.</li> <li>To correctly use equipment in line with departmental procedures.</li> <li>To work within EHO, COSHH, and University Health and Safety guidelines.</li> <li>To ensure the completion of daily compliance logs</li> <li>To wear uniforms at all times in line with departmental policy</li> <li>To maintain a high standard of personal hygiene and work in a clean and tidy manner.</li> <li>To attend relevant training courses as directed by the department or university</li> <li>To undertake any other duties commensurate with the position or grade.</li> <li>The work will include some evening and weekend work in line with business demands</li> </ul>		