

**JOB DESCRIPTION**  
**Chef**  
**Vacancy Ref: M213**

<b>Job Title:</b> Chef	<b>Present Grade:</b> 1S
<b>Department/College</b> Retail services	
<b>Directly responsible to:</b> Head Chef & Senior Chefs	
<b>Supervisory responsibility for:</b> Porter, Part time and Casual Staff.	
<p><b>Other contacts</b></p> <p><b>Internal:</b> Head of Hospitality, Assistant Hospitality Managers, FOH Supervisors, General Assistants, Staff and Students.</p> <p><b>External:</b> Conference delegates and visitors.</p>	
<p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <li>• To prepare food to the highest standard by following recipes in line with our SOP's (Standard Operating Procedures) as directed by our Head Chef</li> <li>• To understand and follow all procedures with regard to Allergen Laws</li> <li>• Rotating and correctly dating food, putting away stock and dealing with deliveries. Work to ensure minimum wastage.</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 follow 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 maintain excellent customer relations and to constantly strive to improve customer service.</li> <li>• To undertake any other duties commensurate with the position or grade</li> <li>• The position will require you to be based from our new Deli site but also to work across campus in a variety of kitchens as required</li> <li>• The work will include some extended hours, evening and weekend work in line with business demands</li> </ul>	

