### JOB DESCRIPTION
Chef
Vacancy Ref: N2592

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Chef</th>
<th>Present Grade:</th>
<th>3S</th>
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<tbody>
<tr>
<td>Department/College</td>
<td>Hospitality</td>
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<td>Directly responsible to:</td>
<td>Head Chef</td>
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<td>Supervisory responsibility for:</td>
<td>Cooks, Porter, Part time and Casual Staff.</td>
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Other contacts

**Internal:**
- Head of Hospitality, Assistant Hospitality Managers, FOH Supervisors, General Assistants, Staff and Students, Retail Manager
- Conference delegates and visitors.

**External:**

### Major Duties:

- 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.
- To understand and follow all procedures with regard to Allergen Laws.
- Assist to ensure the kitchen is stocked to correct levels in line with the business.
- Rotating and correctly dating food, putting away stock and dealing with deliveries. Work to ensure minimum wastage.
- To assist with the monthly stocktaking process and achieve budgetary requirements.
- To correctly use equipment in line with departmental procedures.
- To work within EHO, COSHH, and University Health and Safety guidelines.
- To ensure the completion of daily compliance logs.
- To wear uniforms at all times in line with departmental policy.
- To maintain a high standard of personal hygiene and work in a clean and tidy manner.
- To attend relevant training courses as directed by the department or university.
- To maintain excellent customer relations and to constantly strive to improve customer service.
- To undertake any other duties commensurate with the position or grade.
- The position will require you to be based from our main production kitchen but also to work across campus in a variety of kitchens as required.
- The work will include some extended hours, evening and weekend work in line with business demands.