



St Mary's
University
Twickenham
London

JOB DESCRIPTION

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| Job Title: | Chef - Maternity Cover |
| Department: | Catering & Bar Services |
| Reports to: | Chef Supervisor & Head Chef |
| Term: | 9 Months (Maternity Cover) |
| Hours: | 36 hours per week |
| Grade & Spinal Point: | D; 14 |
| Starting Salary: | £20,836 per annum |
| Annual Leave: | 20 days per annum |

Background Information

The Catering Services Department is responsible for providing all food and beverage services within St Marys University to staff, students and visitors and provides catering for all functions including weddings, conferences and meetings.

Overall Role

The role of Chef is there to support Catering Services in providing a high level of food production in all catering outlets. Applicants must have a passion for food, the ability to work using their initiative and as part of a team, be able to remain focused during busy times maintaining high levels of hygiene, food safety and attention to detail whilst offering speed and efficiency of service.

Main Duties

1. To prepare and cook food to standards as agreed by the Head Chef and Catering Manager following procedures that complies with current food safety and hygiene legislation.
2. To assist the Head Chef and Chef Supervisor in the production of food for functions to the highest standards with particular attention to presentation, flavours, food temperature, correct labelling and appearance.
3. To ensure that food temperature records and HACCP documents are produced and recorded in line with current requirements.
4. To ensure that the kitchen cleanliness and working areas are maintained to the University high standards at all times.
5. To ensure that all food is stored in a clean and hygienic manner, correctly labelled and dated.
6. To assist in maintaining a safe working environment following all health and safety regulations and any equipment defects or hazards are reported immediately to the Duty Supervisor/Manager
7. To assist with menu planning, recipe management and allergen specifications as requested by the Head Chef/ Chef Supervisor and Catering Manager.
8. To work with the Head Chef and F&B Controller in the control of stock and food orders
9. Attend all training as required and requested by your line manager/Supervisor
10. Comply with all department policies and procedures
11. Any other reasonable duties that may be required from time to time.

Qualifications & Education:

- ▣ Knowledge of food safety legislation
- ▣ Hold a catering qualification, such as a City and Guilds 7061/2 or equivalent.

Skills, Experience and Knowledge:

- ▣ Experience of working in Catering or Hospitality. (Desirable)
- ▣ Knowledge of food safety legislation. (Essential)
- ▣ To be an effective team worker but also be able to work on own initiative. (Essential)
- ▣ To have a good knowledge of cooking practices. (Essential)
- ▣ To have a passion and enthusiasm for food and cooking (Essential)
- ▣ To be well organised and thorough in your approach to work. (Essential)
- ▣ To have flair with food presentation and produce a high quality end product using batch cooking methods. (Essential)
- ▣ To be knowledgeable about all the ingredients and their combinations (Essential)
- ▣ To be flexible and adaptable in working patterns. (Essential)
- ▣ Excellent attention to detail (Essential)

Personal Qualities:

- ▣ Outstanding passion for food (Essential)
- ▣ Smart personal appearance (Essential)
- ▣ Team player (Essential)
- ▣ Ability to perform under pressure (Essential)

St Mary's University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.