

## COOK

Job Ref: REQ170987

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

Campus Services is the campus hospitality provider at Loughborough University. We provide accommodation and catering within our halls of residence and within our various food and bar outlets for students, staff and visitors.

### Job Description

#### Job Grade

Operational Services Grade 3

#### Job Purpose

To carry out skilled cooking activities, covering a varied menu giving a quality service

#### Job Duties

##### ***Cooking Duties***

- Undertake preparation of food with limited supervision from the Chef or Sous Chef
- Follow standardised recipes and be able to produce menu items to the required standard
- Be proactive in contribution to menu/kitchen production

##### ***Customer Service***

- Able to communicate with customers and be able to understand and meet their requests
- Assist in the service of food from the hot plate
- Follow correct portion controls.

##### ***Cleaning Duties***

- Clean kitchen table surfaces, wall and floor surfaces and equipment
- Complete associated tasks and documentation

##### ***Health, Safety & Hygiene***

- Maintain high standards of kitchen/food and personal hygiene as required by 'Assured Safe Catering Food Safety Plan', E.H.O recommendations or as directed by Campus Living and ensure all staff comply with H&S regulations and policies
- May be required to assume key holder status
- All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy and Procedures.

##### ***Legislation***

- All food handlers are bound by the following legislation:
- Food Law code of Practice (England) 2008

- Food Hygiene (England) Regulations 2006
- The Food Safety & Hygiene (England) Regulations 2013

### **Training**

- Attend any relevant training courses, continue own personal development
- Assist in training and supervision of junior/less experienced staff

### **Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to the Sous Chef/Head Chef

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Relevant experience gained within kitchen or catering environment	1, 2, 3
	Food preparation experience with limited supervision	1, 2, 3
	Experience of working to portion control	1, 3
Skills and abilities	Skilled team worker	1, 3
	Customer service skills	1, 3
	Proactive in contribution to menu/kitchen production	1, 3
	Ability to prioritise workloads	1, 2, 3
	Ability to work on own initiative	1, 3
	Ability to comply with Health & Safety & COSHH legislation	1, 3
	Acute attention to detail	1, 2, 3
	Ability to use own judgment and act accordingly	1, 3
	Training	A willingness to undertake further training if and when required
A willingness to adopt new procedures as and when required		1, 3
Qualifications	Basic Food Hygiene	1, 2, 3
	NVQ level 2 or equivalent in Preparation and Cooking	1, 2, 3
Other	Flexibility in working hours and location is required	3
	Will be required to work on a 5 over 7 basis	3
	Will be required to wear corporate wear supporting the professional image of the Organisation	3
	Commitment to observing the University's Equal Opportunities policy at all times	3

### Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience of catering for large numbers	1, 2, 3
Qualifications	NVQ level 1 or equivalent in Food Safety & Hygiene	1, 3

## Conditions of Service

The position is full time (5 over 7) on a term time (32 week) open ended contract. Salary will be on Operational Services Grade 3, £16,983 to £19,305 per annum, at a starting salary to be confirmed on offer of appointment. Subject to annual pay award. The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## **Informal Enquiries**

Informal enquiries should be made to Jon Meadows, Head Chef by email at [j.m.meadows@lboro.ac.uk](mailto:j.m.meadows@lboro.ac.uk) or by telephone on 07791 830685.

## **Applications**

The closing date for receipt of applications is **Thursday 26 October 2017**.