

Junior Sous Chef

Job Ref: REQ17738

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 Living 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 4

Job Purpose

To assist the Head Chef and Sous Chef in all areas of food production, creating and maintaining high food and hygiene standards

Job Duties

Catering Duties

- Assist in the delivery of food service across location outlets
- Assist in producing and presenting meals in compliance with the menu and standardised recipes, ensuring that the quality of food and service meets the standard set by the Food Service Manager

Food Preparation and Service

- Maintain a high level of food preparation and service at all times
- Assist in waste management, stock and ordering control
- Ensure areas are ready for service as required
- Work with the Head/Sous Chef to develop the effectiveness of the team

Health, Safety & Hygiene

- Maintain high standards of kitchen/food and personal hygiene as required by the 'Assured Safe Catering Food Safety Plan', E.H.O recommendations or as directed by Campus Living and ensure that all staff comply to H&S regulations and policies
- Ensure that all food production records and cleaning schedules are completed and documented correctly
- Ensure all equipment failures/hazards are reported
- Assist in the safeguarding of kitchen premises, equipment and supplies, the proper storage of keys and effective procedures for locking of food units, freezers etc.
- 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

Staff Management

- To deputise or report into the Head/Sous Chef in their absence and to assist in the running and organisation of the kitchen

Fiscal Awareness

- Understand the importance of good stock control and minimising food wastage

Training

- To assist in the training and supervision of all staff engaged in the kitchen/server area
- Willingness to develop in aspects of kitchen administration, including ordering, stocktaking and the use of electronic computer based systems
- Attend relevant training courses, continue personal development

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 Head Chef / Sous 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 supervision	1, 3
Skills and abilities	Skilled team worker	1, 3
	Customer service skills	1, 3
	Ability to maintain a high level of food preparation and service at all times	1, 3
	Ability to prioritise workloads	1, 3
	Ability to work on own initiative	1, 3
	Ability to comply with Health & Safety & COSHH legislation	1, 3
	Acute attention to detail	1, 3
Training	A willingness to undertake further training if and when required	1, 3
	A willingness to adopt new procedures as and when required	1, 3
Qualifications	NVQ Level 3 or equivalent in Preparation and Cooking	1, 3
	NVQ Level 2 or equivalent in Food Safety & Hygiene	1, 3
Other	Commitment to observing the University's Equal Opportunities policy at all times	3
	Flexibility in working hours and location is required	3
	Will be required to work some weekends	3
	Will be required to wear corporate wear supporting the professional image of the Organisation	3

Desirable Criteria

Area	Criteria	Stage
Qualifications	CIEH Level 2 or equivalent in Food Allergen Awareness	1, 3

Conditions of Service

The position is full time (5 over 7) and open ended. Salary will be on Operational Services Grade 4, £19,485 to £23,164 per annum, subject to annual pay award, at a starting salary to be confirmed on offer of appointment.

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 Mark Gane, Food Service Manager by email at M.Gane@lboro.ac.uk or by telephone on 01509 223856.

Applications

The closing date for receipt of applications is **29 August 2017**.