

**Message from the Director of Estates and Facilities Management**

*Dear Colleague,*

Loughborough University is a fantastic place to work and study. There is a real pride in the University that touches everyone associated with it. We want to attract and retain the best people to work in our Maintenance and Engineering team at Loughborough University and believe that we offer an attractive total reward package that includes: generous index linked pension, generous holiday allowance, access to sporting facilities and gym membership at staff rates and many other benefits. We hope that you will apply and look forward to meeting you

Throughout our history we have built upon our distinctive characteristics and enhanced our strengths. Our origins in 1909, as one of the UK's foremost technical institutes focused on meeting society's needs, set in train an ethos that is still evident at Loughborough today.

Our campus in the heart of Leicestershire – one of the largest in the UK, spanning 440 acres – provides a supportive and enriching environment with first-rate facilities for both staff and students. Loughborough is the largest single site University campus in the UK at 440 acres; it is located close to a market town and is only minutes away from the motorway network. The Estate is in a sylvan setting, with a huge variety of academic, residential, commercial and sports facilities and is 362,000 sq. m in total. There are 154 buildings as well as a further 85 acres that is currently agricultural land adjoining campus that has planning permission for the further development of the Loughborough University Science and Enterprise Park (LUSEP) and is part of an Enterprise Zone. Our Facilities have been voted the best in the UK for the last five years in the Time Higher Student Satisfaction survey and voted the best in the WhatUni 2018 and 2019 awards.

*Graham Howard*

## Job Title: Chef De Partie

Job Ref: REQ260117

General Details	
Job Title:	Chef De Partie
Professional Service:	Catering – Catering, Domestic & Residential Services
Location	Loughborough University
Tenure:	Open ended
Hours/FTE	Full time - 37 hours per week
Grade/Salary	Operational Services Grade 3 - £24,794 to £26,230 per annum
Holiday	36 days inclusive of 8 Bank holidays and 6 University closure days
Pension	Automatic enrolment into the Local Government Pension Scheme with an employer's contribution of 24.8%
Starting date:	Asap

Job Purpose
To carry out skilled cooking activities, covering a varied menu and food operation, giving a quality service

Management & Supervision	
Reporting to:	Sous Chef / Head Chef

Responsibilities
<p><b>Cooking Duties</b></p> <ul style="list-style-type: none"> <li>Undertake preparation of food with limited supervision from the Chef, Sous Chef or Junior Sous Chef</li> <li>Follow standardised recipes and be able to produce menu items to the required standard</li> <li>Be proactive in contribution to menu/kitchen production</li> </ul> <p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>Able to communicate with customers and be able to understand and meet their requests</li> <li>Assist in the service of food from the hot plate when required</li> <li>Follow correct portion controls.</li> </ul> <p><b>Cleaning Duties</b></p> <ul style="list-style-type: none"> <li>Clean kitchen table surfaces, wall and floor surfaces and equipment</li> <li>Complete associated tasks and documentation</li> </ul> <p><b>Health, Safety &amp; Hygiene</b></p> <ul style="list-style-type: none"> <li>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 management and ensure all staff comply with H&amp;S regulations and policies</li> <li>May be required to assume key holder status</li> <li>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</li> </ul> <p><b>Legislation</b></p>

- All food handlers are bound to adhere to the current food and hygiene legislation

***Training***

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

**Points to Note**

Flexibility in start/finish times may be required depending on the needs of the business. Employment is on a 5 over 7 basis and will therefore include working at weekends as and when required

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.

## Professional Development

Loughborough University supports the professional development of colleagues and encourages continuous professional development to ensure professional skills and knowledge are maintained.

## Conditions of Service

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/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, where operational needs allow, 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/>

## 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.

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.

## Organisational Responsibility

The role holder will report directly to the Head Chef

## Person Specification

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
Training	Ability to use own judgment and act accordingly	1, 3
	A willingness to undertake further training if and when required	1, 3
Qualifications	A willingness to adopt new procedures as and when required	1, 3
	NVQ Level 2 or equivalent in Food Safety & Hygiene	1, 2, 3
Other	NVQ level 2 or equivalent in Preparation and Cooking	1, 2, 3
	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 3 or equivalent in Preparation and Cooking	1, 3