

Job Description: Head Chef

Reporting to: Head of College Catering (HCC)



The key purposes of this role are to:

- To support the Head of College Catering in the provision of a high-quality and compliant catering service for staff, students, and other College users.
- To deputise for the HCC and supervise as required.
- To safeguard, in conjunction with the HCC, very high standards of hygiene and safety and ensure compliance with all related legislation.

	This post is accountable for:
To support the Head of College Catering in the provision of a high-quality and compliant catering service for staff, students, and other College users	To produce a freshly cooked healthy well-balanced menu using fresh, local ingredients where possible, ensuring good value for money.
	Assist the HCC deliver a cost effective and timely catering service ensuring that deliverable capacity plans are in place to meet growth in covers served.
	Help with menu planning, costings, and the sourcing of fresh local, seasonal produce
	Ensure the timely delivery of any hospitality requirements to other departments within the College
	Ensure appropriate quantities of each dish are produced without running out but also minimising waste
	To supervise kitchen and catering staff in the production and delivery of catering services to ensure business continuity.
	Keep abreast of developments across the hospitality sector and identify elements which the College can adapt or learn from.
To deputise for the HCC and supervise as required	To have a knowledge of the catering suppliers, and an ability to negotiate price, to be able to place orders when required.
	Ensure all staff maintain compliance with food safety regulations
	Demonstrating a "can do" attitude and be flexible and responsive in all aspects of the post, meeting contract of employment requirements in full.
	Be able to take responsibility of cashing up if required
	Take the lead on development of new ideas, and recipes, responding to trends and the availability of fresh seasonal produce.
To safeguard, in conjunction with the HCC, very high standards of hygiene and safety and ensure compliance with all related legislation	Ensure that the College meets food hygiene thresholds and gains required star rating for compliance.
	Ensuring compliance in terms of health and safety legislation.
	To ensure, in conjunction with the HCC, a safe working environment and safe working practices are observed in all areas of operation. Carry out risk assessments and visual inspections as appropriate.
	Supervise and take responsibility for the team correctly completing the required documentation, in line with HACCP compliance.
Other such duties commensurate with this role	Promoting a positive image of the catering services and the wider College; maintaining an awareness of internal department activities and how these influence core College activities.
	Undertaking such duties related to the work of the College as may be assigned, consistent with your level of responsibility
	Safeguarding and promoting the welfare of young people and vulnerable adults as part of your everyday duties

- This role will require some flexible working including some evenings and weekends.
- All staff are expected to work within College policies and procedures, with particular regard for Health & Safety, Equality and customer service ethos.
- Incremental progression is subject to satisfactory performance.
- Annual targets, related to this job description, may be agreed annually with your Line Manager.

Overall factors that will be crucial in determining success are:

Indicators/ sources for reaching performance judgements (not exhaustive):
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Services meet user expectations. Staff and students have access to a reliable breakfast and lunch service. Annual staff and student surveys remain positive. Feedback from cross-college managers and students Examples of proven value for money Meeting deadlines and all services functioning optimally

Personal Specification

We are seeking someone who closely matches the following criteria:

	Essential	Desirable
Qualifications	At least Level 2 English and maths,	Safeguarding level 2
	At least Level 2 Food preparation and cookery	Customer service qualification
	Food Hygiene certificates for caterers	
	First Aid at Work	
Knowledge	Knowledge of nutrition and menu planning and design	
	Knowledge of food preparation and food safety	
Experience	Relevant industry experience	Experience of working and managing a team in a high volume, quality environment.
	Demonstrable experience of exceptional customer focused service delivery understanding the key principles of customer satisfaction and delivery of services to the consumer.	Experience of working in an educational or institutional catering environment
	Experience of planning and delivering nutritional menus to meet various dietary needs.	Experience of event management for high volume covers.
	Experience of managing and working within a fast-paced commercial environment.	
Personal Skills / Qualities	Ability to liaise effectively with users at all levels of the organisation, including learners, staff, and senior leadership.	Ability to be confident and take risks with new ideas for the menu.
	Reliable and trustworthy, capable of working independently or as part of a cross-college / functional team	Stamina, resilience, and ability to work under stress, good thinking quickly and sorting out problems on the spot, ability to stay calm in a crisis.
	Good level of oral and written communication skills.	
	Suitable to work in a College environment in the presence of children, young people, and vulnerable adults and to act accordingly.	

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and do not justify a reconsideration of the grading of the post.