## Job Description

<table>
<thead>
<tr>
<th>Job Title: Section Chef</th>
<th>Post holder:</th>
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<td>Reporting To: Chef Manager</td>
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### Main Purpose of Role/Overview:
To maintain and improve the high standards of food preparation and service and to assist in the good hygiene practices that current legislation requires.

### Main Responsibilities & Duties:

1. To prepare and cook foods to a consistently high standard, both in the dining hall and the café, ensuring timely delivery and appropriate quantities of food.

2. Good cleaning practice and help prevent wastage by utilising surplus stock

3. Introduce new items on the College menus, assist with the planning, implementation and delivery of services.

4. Assist with compiling weekly menus for the Dining Hall, Café, Formal halls, Fellows, private dinners and conferences.

### Standards of Performance/Results:

1. Consistent high quality presentation of all of all dishes for all clients needs

2. Ensure food temperatures are taken and recorded on the CheckIt food system

3. Interesting items to be added onto the menus and used on server to test on students if necessary

4. Propose new and exciting dishes taking into account client requirements
5. To ensure that all stock (food or otherwise) is stored correctly using sound stock rotation practice and checked against invoices
6. To be commercially minded and work within budget constraints
7. To understand the range of food allergies and ensure measures in place to deal with these
8. To ensure that the kitchen areas, equipment and storage areas are kept clean and tidy at all times;
9. To use protective equipment (PPE) as laid out in COSHH regulations when dealing with dangerous chemicals. Ensure all HACCP and Food Safety procedures are fully complied with.
10. Undertake regular Health and Safety checks of equipment, premises, and working practices, following safe working procedures as required.
11. To aid the smooth running of the catering department maintain good team morale through being flexible with work duties and working patterns
12. Work effectively with other team members and front of house staff
13. Maintain good personal hygiene

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

Scope/size of role (budgets, people, etc):

Significant internal/external relationships: Bursary, Conference, staff, Fellows, students, conference users