



Role:	<b>Chef</b>
Function:	Sarum College
Department:	Hospitality
Reports To:	General Manager of Hospitality
Direct Reports:	Catering Assistant, Hospitality Assistants
Key Contacts:	General Manager of Hospitality, Contractors, Service Users and Staff

**Role Purpose:**

To assist in the provision of a high quality food provision for all service users of Sarum College as part of the Catering Team. To continually meet or exceed customer expectations and comply with all regulatory legislation relevant to the Catering Function. To support all other areas of the Hospitality Team as required including Housekeeping and Front of House.

**Core Responsibilities and Key Accountabilities:**

- Work at all times with the Catering Team under the guidance and leadership of the Catering Manager to ensure that the provision of food to all service users is of the highest standards possible. Be able to use the Management Support System (HOP) proficiently to support this.
- Conduct yourself professionally at all times.
- Ensure you comply with all systems and procedures required within your area of work and if unsure communicate this to your Manager.
- With the Catering Team operate the cleaning schedule to ensure the highest standards of hygiene are met at all times, including personal hygiene.
- Working as part of the Catering Team ensure you complete all accountable documentation during your shift and report any issues immediately to your Line Manager.
- Interact with customers during service periods ensuring customers are satisfied with the service provision.
- Undertake any training required to ensure you are up to date with the required qualifications for working in a Catering environment, and any potential advancement within the role.
- To attend Catering meetings as required.
- Responsible for any other fair and reasonable task set for the needs of the business.

**Food Management:**

- Assist in the planning of menus under guidance from the General Manager of Hospitality.
- Ensure that all dietary variations are catered for at all times and produced to the highest of standards.
- Support the Management of food waste within the department.

- Support the implementation of satisfaction surveys in house and from external feedback from web sites.

### **Health & Safety, Food Safety:**

- Responsible for the complete compliance of all Legislative requirements for the Catering department with regards to the Food Safety Act 1990 (amended 2004), Food Safety and Hygiene (England) Regulations 2013, and the Health and Safety at Work Act 1974.
- Support the General Manager of Hospitality and Team in the continued achievement of highest grade EHO certification through compliance with regulations and best practice with cleaning schedules and food handling and hygiene (SFBB).

### **Key Performance Indicators:**

- Service user's satisfaction results.
- Satisfactory compliance with all legislative requirements.
- Satisfactory feedback of performance from appraisals.

### **Confidentiality:**

In the course of their duty's employees may have access to confidential material regarding service users or members of staff. On no account must information relating to identifiable service users or staff be divulged to anyone unless authorised to do so. Failure to observe this rule will be regarded as a disciplinary issue and action could be taken against individuals doing so.

**Salary:** £23,400

**Hours of Work:** 40 hours per week (typically any 5 out of 7 days 52 weeks per year)

**Annual Leave:** Entitlement is 5 weeks plus statutory holidays, which includes the days when the College is closed over the Christmas period.

**Pension:** Sarum College operates a non-contributory defined pension scheme to which the post holder is eligible for membership.

Only candidates eligible to live and work in the UK should apply for the post and shortlisted candidates will be asked to provide proof of eligibility to work in the UK at the selection process.

Any offer of employment will be subject to receipt of satisfactory references, medical questionnaire, Confidential Declaration relating to safeguarding, and a satisfactory Basic DBS check.

Appointment to the post is subject to a 3-month probationary period which may be extended.