

**JOB DESCRIPTION**

**Job Title: Chef**

**Location:** Cliff College, Calver, Hope Valley, Derbyshire S32 3XG

**Responsible to:** Catering Manager

**Internal relationships:** Conference Centre Manager, Site & Estates Manager, Receptionist

**External relationships:** Customers, Suppliers

**Purpose and Objectives:** To provide customers with high quality food which adheres to the required Gross Profit target for that establishment

**Main Responsibilities**

1. **Food Standards**
2. Plan menus for all service areas
3. Ensure all menus comply with the Gross Profit target relevant to the College budget or agreed function costs
4. Prepare food with the assistance of subordinate staff to be ready for all service times whilst ensuring that there is a regular replenishment strategy for the whole service period.
5. Prepare for College special events and fundraising activities relating to the catering operation
6. **Finance and Administration**
7. Complete all food costing as required by the manager ensuring that the correct ingredients prices are used and review these on an agreed basis
8. Complete all wastage control sheets for the food prepared
9. Count all stock for the designated responsibility area as requested by the Catering Manager
10. Put forward suggestions to the Catering Manager for changes to the menu based on any changed to ingredient prices
11. Order food items within the areas of responsibility ensuring that the agreed maximum stock levels are adhered to and that the delivery schedule meets the date required.
12. Assist the Catering Manager with the completion of financial controls
13. **Work as Team**
14. Assist with the training, support and development of new and existing employees as requested
15. Fully support the catering team, Catering Manager and College including being flexible in the type of duties undertaken
16. **Hygiene, Health and Safety**
17. Prepare food in line with current Food Hygiene and Health & Safety Procedures
18. Ensure that all food prepared and served is labelled correctly
19. Undertake temperature probing as required and ensure that all records are maintained
20. Comply with company and client procedures relating to health, safety and hygiene
21. Undertake cleaning duties as designated by the catering manager and the cleaning roster
22. Ensure that all equipment is used correctly and cleaned using the correct procedures
23. Report any accidents or near misses to the manager and ensure that the information is recorded correctly
24. Ensure that all food is used in the correct stock rotation and any out of date items brought to the attention of managers
25. **College procedures**
26. To ensure that all staff wear their uniform as provided
27. To complete any other reasonable duties, as required by your line manager

**TERMS AND CONDITIONS**

**Terms of appointment** Permanent

**Hours of Work:** 37.5 hours per week, worked over 5 days, plus 30 minutes unpaid lunch break

**Remuneration:** £9.82 per hour

**Health and Safety** The post holder will be subject to Cliff College’s Health and Safety policy

**Equal Opportunities** The post holder will be subject to Cliff College’s Equality, Diversity & Inclusion policy

**Physical Conditions** Cliff College kitchens

Work Permit: Appointment will be subject to documentary evidence of the right to live and work in the UK

**Holiday Entitlement:** Your pro rata holiday entitlement is dependent on your years of service:   
Years 1-4: 25 days annual leave + 8 bank holidays = 33 days;   
Years 5-9: 28 days annual leave + 8 bank holidays = 36 days;   
Year 10 onwards: 30 days annual leave + 8 bank holidays = 38 days.

All Cliff College staff are required to work the second May bank holiday as this is Cliff Festival

**Sick Pay:** Entitlement in accordance with Cliff College’s leave policy

**Pension:** There is a contributory final salary pension scheme to which eligible lay employees will be auto-enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme subject to certain provisions

**Probationary Period:** Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally three months