

**Job Description for the Post of
Executive Head Chef (Ref: HLS08/8)**

1. General Details

Job Title:	Executive Head Chef
Location:	Hospitality & Leisure Services
Normal workbase:	Stoke/Stafford Campus (base to be determined post interview)
Tenure:	Permanent
Salary:	Grade 6 currently £25,623 - £29,705 per annum

2. Job Purpose

The Executive Head Chef will be responsible for the management of kitchen teams from Stoke and Stafford sites for the planning and delivery of quality food service and to meet the needs required for the delivery of all hospitality and functions, including conferences and commercial business within agreed budgetary constraints. This will be achieved through the development of innovative and cost effective menus, the effective management of kitchen teams and the development and implementation of efficient working practices.

3. Relationships

Responsible to:	Catering Services Manager via the Catering Manager
Responsible for:	All kitchen based staff

4. Main Activities

- a) Day to day management and supervision of kitchen staff which will include:-
 - § Participating in the selection process for kitchen staff
 - § Approving and assisting the chefs in drawing up staff rotas
 - § Hands on in the preparation and production of food for hospitality and functions
 - § Identifying training needs of staff and delivering basic training including the induction of new staff
 - § Appraising staff on a systematic basis – in line with the University procedure
 - § Completing timesheets
 - § Ensuring that all staff are suitably dressed for their particular working environment
- b) Be responsible for the food production and in attendance as required for all fine dining events at any site under the governance of Staffordshire University.
- c) Developing and maintaining the appropriate quality of food service, through appropriate menu choice and presentation of products and to be proactive in the promotion of catering services including:-
 - § Developing standardised recipes which are fully costed in order to meet kitchen GPs.
 - § The production of innovative menus and recipes.
 - § Organisation of theme days in conjunction with Supervisors and the Catering Manager.
- d) To be responsible for the implementation of financial security controls as directed by the Catering Services Manager and as outlined in departmental procedures and University Financial Regulations.
- e) To be responsible for and ensure effective ordering, receipt, safe storage and stock rotation of commodities including; food, disposables and light kitchen equipment.
- f) To be responsible for the maintenance of accurate records, receipts and usage of the above commodities.
- g) To be responsible in conjunction with systems administrator for monthly stocktaking, including the reconciliation of all stock transfers.

- h) To be responsible for developing and delivering exciting and tempting menus for both internal and external functions.
- i) To be responsible for the safe preparation, cooking, and storage of foods with particular reference to correct temperature controls.
- j) To ensure that all kitchen activities are conducted in compliance with the food safety act, Food Hygiene regulations and Health and Safety legislation.
- k) To ensure that routine servicing of all kitchen equipment is carried out, and that all staff are appropriately trained in the safe use of machines and equipment.
- l) To undertake any other duties and responsibilities as may reasonably be required from time to time by the Catering Services Manager or Catering Manager.

5. **Person Sought**

Essential Criteria:

- § Professional qualification or equivalent eg HNC/HND in Hotel Catering and Institutional Management
- § City & Guilds 706/1, 706/2 and 706/3
- § Intermediate Food Hygiene Certificate
- § minimum of 5 years' experience managing a large scale kitchen operation including delivery of fine dining functions and hospitality activities
- § experience of fine dining menu planning and production
- § experience of managing a multi-site operation
- § successful management of agreed kitchen budget targets
- § experience of carrying out staff appraisals, induction and training
- § experience in recruitment and selection
- § line management (supervisory and leadership) skills
- § knowledge of current catering legislation
- § knowledge of current trends and innovations
- § IT skills including knowledge of producing spreadsheets
- § good interpersonal skills
- § numerate
- § knowledge of good employment practices eg diversity and equal opportunities
- § ability to travel (may involve the use of own car)
- § ability to work under pressure
- § flexible approach
- § commitment to customer care
- § proven team builder and worker
- § good communication skills
- § commitment to the University's mission and delivery of the University Plan
- § willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

Desirable Criteria:

- § Advanced Food Hygiene Certificate
- § experience of working in a quality-rated restaurant environment
- § ability to hold a Bars and Entertainment Licence

6. **Special Conditions**

- a. This is a permanent, full-time post.
- b. The hours of duty of this post are 37 per week, although due to the demands of the service, extra hours of working may be required from time to time. You will be required to work on a 5 out of any 7 day basis. The first 37 hours in any one week will be paid at plain time, regardless of actual days worked, this will include evenings and weekend work as appropriate. Any hours in excess of 37 per week will attract agreed overtime rates or time off in lieu.
- c. Whilst the minimum weekly hours of work are 37, due to the nature of the service the post holder will need to have a totally flexible attitude to work, together with the ability to commit to day, night and weekend work.

- d. It will be necessary for the postholder to work at any location of the University as required.
- e. Within the context of the main activities some heavy lifting will be required.
- f. Uniform protective clothing will be provided which must be worn whilst on duty.
- g. The postholder will be required to attend relevant training courses related to the duties of the post as directed by the Catering Services Manager.
- h. The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

Date Job Description Revised

January 2009

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Completed application forms and any accompanying information should be returned via e-mail to jobs@staffs.ac.uk or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS: 7 APRIL 2009

Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

If you require a copy of the vacancy information in large print please contact us

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live or Work in the UK

In line with the Asylum and Immigration Act 1996, documentation is required to confirm that employees are eligible to live or work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank/building society/giro account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post with effect from 1st August 2007 onwards:-

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Day to New Year's Day (inclusive)

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.