



## Job Description

<b>Job Title:</b>	Executive Chef
<b>Accountable to:</b>	Domestic Bursar
<b>Accountable for:</b>	Head Chef and Kitchen Team, Head Steward and Front of House Team
<b>Liaison with:</b>	Fellows, Students, Staff, Old Members

### Overview of Role:

University College Catering Department serves approximately 600 students and 250 staff throughout both the academic and calendar year. On a daily basis the Catering Team supplies hot and cold food for around 350 diners through the Buttery and up to 170 four course plated dinners on up to 3 nights a week. Summer schools, conference catering and private diners are also provided for by the Catering team. Expected standards of production and presentation are high; in order to achieve these it is essential that Catering Team are provided with a range of development opportunities in all aspects of food production and service delivery. The Catering Department is committed to retaining the 5 stars food hygiene rating

The delivery of the food and beverage offer depends on the excellence and professionalism of the service each customer enjoys. The administrative and hospitality standards of delivery must be outstanding at all times. The Executive Chef is responsible for the successful delivery of the College catering effort including the external business generated through summer schools, conferences and other income generating business. It is essential that the Executive Chef has full management of the back and front of house to ensure that the catering department is run as one team.

### Main duties and Responsibilities

#### Leadership

- To represent the College within the wider Collegiate University at the relevant Committee and other ad hoc committees as appropriate.
- To inspire, motivate and lead the Catering Team to be creative, seek excellence and take pride in their work.
- To continue in the development of a learning culture via good communication and feedback, to help the Catering team grow and develop new practices and procedures to continually aim to improve the service delivered in all areas within the Catering Department.
- To lead the senior team (Head Chef, Head Steward) in planning and promoting new idea and initiatives to contribute to business development. This will include keeping abreast of trends and developments in the catering industry and actively promoting the Univ brand, facilities and offers.

- To seek excellence in our facilities, in support of the wider catering offer by collaboration in business development with other areas of the College, particularly, but not restricted to, the development of Univ North.

### **Staff Management**

- To oversee the management of all food and beverage provision for all functions and events.
- To recruit, train and manage the Catering team and ensure that they carry out their duties professionally, efficiently and to the highest standards of food production, service and hygiene in accordance with operating procedures.
- To hold regular meetings with the catering team and Conferencing and Events Team ensuring that details of all bookings, functions and events are communicated and understood. Actively engage with KX so that the information is exactly what is needed to push the delivery forward efficiently
- To oversee the management of the payroll and monitor spending levels against business levels and needs.
- Conduct on the job training, imparting skills and knowledge to all catering staff under supervision.
- Monitor the catering team's performance through the annual appraisal cycle, and put in place any rewards or personal improvement plans which arise as a result.
- To advise as needed the day to day menu planning and development in consultation with the Senior Chefs.
- To assure food safety in the College by undertaking all due diligence in the process of procuring, preparing and serving food at all times; manage the technology which is in place to aid with this.
- To manage the provision of food services in the College for students, staff and conference guests to ensure high standards and excellent value for money.
- To ensure the legal and appropriate control of the Student Bar in accordance with all extant regulation. Oversee the staffing arrangements and delegated duties to ensure good governance and safe practices in support of our student body.
- Any other duties commensurate with the role and grade.

### **Finances and Property Management**

- Manage the Kitchen Account as delegated by the Domestic Bursar, preparing annual budgets and monitoring performance against them.
- To keep financial and administrative records of all income and expenditure of the catering department, to pass this information to the Treasury and Domestic Bursar.
- To optimise sales within the Catering Department to meet financial expectations.
- To budget for and procure kitchen equipment in collaboration with the Domestic Bursar, seeking cost effective and value for money solutions at all times.
- To procure all supplies in accordance with the Colleges contractual obligations and make recommendations for better value for money procurement processes.

## **Health and Safety and Compliance**

- To ensure that all food production and service areas comply with standards required under the Food Safety Act, Health and Safety at Work Act and any other relevant legislation and that regulations are strictly observed, recorded and archived.
- To ensure all risk assessments and method statements for use of equipment and relevant spaces/activities are maintained on an annual basis.
- To ensure that appropriate PPE is available and worn at all times as required.
- Ensure that all equipment is fully serviceable and has undergone all servicing and repairs required before use.
- Ensure a safe working environment for staff and for College Members.
- To maintain a 5-star food safety and hygiene rating throughout the Catering Department.

## **COSHH**

- To ensure that all chemicals are recorded and kept in accordance with COSHH regulations.
- To use cleaning and maintenance fluids as required and in accordance with manufacturers guidance.
- To ensure that all departmental personnel are trained and experienced with the management of substances hazardous to health.

# Person Specification

## Essential

- Excellent leadership skills, sense of duty, loyalty and understanding of promoting a no blame culture in high pressured teamwork
- Ability to lead effectively and demonstrate adaptability to take on new tasks and procedures, and measure the effectiveness of them
- Excellent communication skills - ability to understand written and oral instruction
- Substantial experience of delivering good quality food within a set framework of standards and costs
- Excellent working knowledge of food hygiene and health and safety practices
- Food hygiene certificate
- City & Guilds level 706/2 or NVQ level 2 equivalent or relevant on the job experience
- Knowledge of Kinetics and Epsys systems

## Desirable

- Ability to work under pressure to high standards
- An approachable “can do” attitude to their style
- Able to keep their cool within pressurised situations
- Willingness to undertake training
- Collaborative and collegiate