

St Chad's College, Durham University

Chef

Post: Chef

Permanent Contract – subject to satisfactory completion of six months probationary period

Responsible to: Hospitality & Conference Manager

St Chad's is a distinctive independent college within Durham University. A separate registered charity with its own governing body, its origins date back to 1904 when it was created as a Church of England foundation to enable the ordination of clergy from poorer backgrounds. Today it is a vibrant and progressive academic community, home to 550 students, including 150 postgraduates. St Chad's welcomes students and staff of all faiths, cultures, nationalities, and educational backgrounds. Its ethos is friendly, traditional, and forward-looking.

St Chad's historic buildings are situated on a World Heritage Site, adjacent to Durham Cathedral. Students and staff live and work side by side, sharing the life of a multigenerational and interdisciplinary scholarly community. The College has a strong tutorial system and is one of very few colleges to have academic research staff based within its community. St Chad's students are high achievers, regularly securing the highest academic results among the Durham colleges. Outside undergraduate term-time, St Chad's runs a full programme of commercial events and conferences.

St Chad's is committed to delivering the highest possible standards of service to all its stakeholders, and we now have an exciting opportunity for an experienced chef to work in our college. The role of Chef is a key post in ensuring this objective is maintained across the College.

The post holder will work closely with the Hospitality & Conference Manager and will be expected to build and maintain excellent working relationships with a range of people including staff, students and commercial clients.

JOB DESCRIPTION

Post: Chef

Responsible to: Hospitality & Conference Manager

Scope of role:

Working as part of a professional team, the post-holder will be expected to produce consistently high quality food for students, staff and commercial clientele and for a range of events and functions. They will be expected to strive for complete customer satisfaction within the established standards and operational controls.

The College operates all year round, though the nature of our provision differs according to the time of year. During academic term time, we cater for our students, while outside of term time we operate as a conference centre, a bed & breakfast establishment and as a wedding venue.

The post-holder is expected to adopt and promote a professional and flexible approach to working, and be willing to cover for absences given reasonable notice, and to undertake any or all of the tasks outlined below regardless of their designated shift. By nature of the role, the post-holder is expected to be competent in working under minimal direct supervision within the designated local remit and liaising where necessary with the appropriate College/Duty Officers and staff.

Staff development and training is intrinsic to all posts within the college and all members of staff are expected to participate fully in training courses designed to develop their skills and help them perform their duties to the required standards.

Specific Responsibilities:

To ensure that the supply and regulation of quality food is prepared and produced in accordance with prescribed menus, production methods, recipe cards and standards

To ensure that the provision of food is punctual, presented to a high standard and according to agreed production and portion controls

To follow the prescribed recording and control procedures established in line with policy and best practice

To monitor the receipt and storage of provisions, checking deliveries, signing delivery notes, etc. and ensuring all goods are stored appropriately

To assist and contribute to menu planning and the overall development of the catering service

To ensure all work areas are cleaned down as prescribed, and that a high standard of cleanliness and hygiene is maintained at all times

To ensure that all equipment within the department is used in accordance with the manufacturer's specification and instructions

To ensure when appropriate that end of shift handover/set-ups and procedures are observed and that all areas are shut-down, closed, locked, and left safely and securely

To be fully conversant and comply with factors relating to Food Hygiene Regulations, Health & Safety at Work & COSHH Regulations; especially in relation to safe food-handling, temperature controls etc.

To promote the image of the College by maintaining a good personal appearance at all times and promoting good customer relations

To work closely with and where necessary assist colleagues in their duties to develop and maintain good team spirit

To be flexible and available to work as and when required according to operational / seasonal demand (including function work / vacation periods)

To deputise as Duty Chef as and when required and oversee food/service operations within the remit prescribed by the Hospitality & Conference Manager

To undertake any other duties / training as required in line with business demand and the overall catering operations strategy

Skills & Training Requirements:

All staff are expected to participate fully in training courses designed to develop their skills and help them perform their duties to the required standards. The following are deemed as desirable qualifications for the successful candidate.

Intermediate Food Hygiene qualification
Health & Safety Training, e.g. IOSH, Control of Substances Hazardous to Health, Manual Handling
Dealing with customers (Welcome Host)
(Voluntary) First Aid

Person Specification

Essential attributes

- Significant experience in a similar high volume role within the hospitality industry
- Level 2 Food Hygiene Certificate
- City & Guilds 706 1&2 or equivalent
- Ability to communicate effectively with colleagues, students and commercial clients
- Flexible approach to working
- Confidence and adaptability in a kitchen environment
- Tidy and smart appearance and high standards of personal hygiene
- Experience and awareness of policies relating to Health & Safety, Environmental Health and Hygiene.
- A friendly pro-active approach (a 'can do' attitude)
- Experience of working to tight and specific deadlines
- The ability to cope with a varied and demanding workload
- Ability to prioritise work
- Experience in problem solving and using own initiative in a pressurised environment
- Ability to work unsupervised
- Willingness to undergo training

Grading and Pay Level

St Chad's is a charitable organisation independent of Durham University. However, it broadly follows the University's pay scales. This is a permanent position and falls within the Grade 4 salary scale. It is envisaged that, depending on qualifications and experience, the successful applicant will be appointed with a salary between £18,777 and £19,849 (points 1-3 of the scale).

The post is based at St Chad's College, 18 North Bailey, Durham, DH1 3RH. The post is a full time (37 hour) role with a flexible shift pattern within a working week of any 5 days from 7. This will include some unsocial hours including weekend shifts.

Holiday entitlement is 27 days plus 8 public holidays per annum.

The post is permanent subject to satisfactory completion of a six month probationary period.

Applications

Applications, including a CV, covering letter and the names and contact details of two referees should be sent via e-mail to Darryl McNary, Hospitality & Conference Manager at darryl.mcnary@durham.ac.uk by noon on 12th October 2018.

For further information, please email Darryl McNary on darryl.mcnary@durham.ac.uk