**BEDFORD COLLEGE SERVICES Ltd**

**JOB DESCRIPTION**

**Job title: Residential Cook**

**Reports to:** Chef Manager

**Direct reports:** Evening Kitchen Assistant

**Overall responsibilities:**

To control the day to day running of the kitchen team and assist the Catering Manager in managing and supervising the entire food production for the Bedford College Services Ltd, achieve and exceed Bedford College Services’ standards. You will also be responsible for deputising in the absence of the Catering Manager

**Main duties:**

1. To assist the Chef Manager in creating menus for both day time and evenings.
2. To be able to prepare, cook and present food to a high standard
3. To ensure that all food service areas are fully stocked, assist with stock take to be completed at the end of each month.
4. Through the effective use of company documentation ensure all relevant control procedures including HACCP are in place to deliver accurate production records and effective waste management
5. To manage the agreed food cost targets in line with the agreed budget.
6. Recommend and promote new menu ideas and special food events.
7. To be responsible for the writing of evening menus in line with the food cost targets
8. To be responsible for ensuring Chef manager is up to date with all ordering needs for evening menus.
9. To work as a team member.
10. Provide and exceptional customer experience
11. On a daily basis check with the hospitality sheets and liaise with the Chef Manager to the duties needed to be carried out that day.
12. To maintain exemplary cleanliness and hygiene standards in all food areas relevant to the kitchen department. Meet all company and statutory requirements with regards to food hygiene and employee health & hygiene.
13. To ensure the evening kitchen team are aware of their responsibilities in respect of Health and Safety in the workplace.
14. To keep up to date records for compliance with health & safety regulations and maintain due diligence.
15. To comply with and act in accordance with all Bedford College Services’ fire regulations and to adhere to its fire policy.
16. To act as a role model and mentor to general assistants and members of staff in all departments
17. To show a positive attitude at all times and promote mutual respect within the kitchen and through all departments.
18. To assist the Chef Manager in the maintaining of food cost percentage through control in wastage, purchasing, storing and portion control.
19. Be visible in the restaurant during service helping and supporting staff as well as communicating with customers.
20. To undertake any other associated duties as may be required by the Chef Manager

**Statutory duties:**

* **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with College procedures.

* **Equality and Diversity**

To be responsible for promoting equality and diversity in line with College procedures.

* **Health and Safety**

To be responsible for following health and safety requirements in line with College policy and procedures.

* **Training and development**

To participate proactively in training and development including qualification development required in the job role.

Feb 2020

**BEDFORD COLLEGE SERVICES Ltd**

**PERSON SPECIFICATION: Chef Manager**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications/ Training** | * Level 2 Kitchen, Larder or Vocational experience. (3+ years of supervisory level. * Hygiene Qualification at Level 2 * English and Mathematics or similar at GCSE grade A-C or equivalent or willingness to achieve English and Mathematics at Level 2 or equivalent | * Hygiene Qualification at Level 3 Safeguarding training * Equality and diversity training * ECDL or ITQ Level 2 or equivalent |
| **Knowledge/ Experience** | * Two years recent experience in a large operation * Experience of using cooking skills to intensify flavours and enhance the taste. * Knowledge and experience of using creative skills to enhance plate presentation and buffet presentations. * Experienced in food cost matters and quality food production. * Experience of planning, managing and delivering to time and budget. * Evidence of high performance in previous roles/jobs * Knowledge of the hospitality market trends, associations and competition. * Experience of working effectively with people from diverse backgrounds * Evidence of understanding how to promote equality and diversity within the job role | * Experience of working effectively in a customer focused environment * Experience of training and working alongside 16-19 years old |
| **Skills/ Abilities** | * Ability to lead by example. * Ability to taste all foods to assure correct preparation * Good organisation and planning skills. * Good IT skills, particularly Word and Excel * High level of attention to detail. * Ability to be creative and come up with new ideas. * Ability to effectively line manage. * Highly self-motivated and enthusiastic with a confident and outgoing approach. * Ability to work under pressure and to tight deadlines. * High level of attention to detail. * Commercially aware. * Proven track record of successful team leadership and performance management to achieve targets. * Ability consistently to support a high quality learning experience for all customers * Ability consistently to create to a welcoming and supportive environment for students and/or customers * Ability to make a positive contribution to the team, valuing and respecting others’ expertise and contribution * Ability to promote Bedford College Services Ltd outstanding reputation and carry out our business appropriately and professionally at all times * Ability to communicate effectively and confidently face to face, on the telephone and in writing |  |
| **Special Requirements** | * Be proactive and reliable. * Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns * Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults * Willingness continuously to update skills and knowledge * Flexible approach to work and working times * Drive, initiative and enthusiasm. * Willingness to work at all locations where Bedford College Services Ltd provides a service * Awareness of health and safety requirements relevant to the job |  |

**Feb 2020**