

Job Description

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| Directorate | Business Engagement |
| Department | L20 Hotel School |
| Section | Kitchens |
| Job Title: | Chef Supervisor |
| Reports To: | Head Chef |
| Responsible For: | All those working in Kitchens |

Principal Accountabilities:

Supervise and deliver the food and beverage provision at the Port Academy Liverpool canteen.

Support the Head Chef in the delivery of an excellent dining experience in the various outlets at the college and off site which includes contemporary food reflecting modern food cookery processes and presentation styles.

Assist in controlling the budget for the purchasing of food goods working with the Head Chef to produce a monthly profit and loss account.

Assist in the effective allocation of labour to provide a high quality service;

Safeguard and promote the welfare of children, young people and vulnerable adults;

Key Tasks:

Food & Beverage Production

Undertake and supervise, staff and students, in the production of hot and cold food in the college's Port Academy Liverpool canteen as directed by the Head Chef.

Provide high quality food and drink at all hospitality and commercial functions.

Utilise knowledge of current legislation, Health & Safety and food hygiene to maintain the highest levels of cleanliness and hygiene in all areas of the department.

Support the sustainability agenda by displaying best practice in purchasing, recycling and waste disposal.

Inspire students and apprentices studying hospitality and catering/food preparation and contribute as directed by the Head Chef in the teaching, learning and assessment of learners.

Service Delivery

Work with the college's academic staff to continually raise culinary standards

Ensure exemplary customer service skills are practised by all staff within the area and ensure a high level of customer care at all times.

Resource Management

Support the Head Chef in the efficient and effective use of staff and other resources.

Provide accurate stock control and budgetary information as requested by the Head Chef, and Operations Manager.

Business Development

Contribute to marketing and promotional activities.

Professional Development

Participate in annual updating by use of industry secondment, and support the CPD process for self and all staff.

Participate in all relevant professional and personal development as agreed or directed.

Special Features:

Ability to work flexible hours including evenings as required over a 5 day working week. The occasional weekend day maybe required.

Miscellaneous:

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.


You are required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld.

Review:

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Person Specification

| Job Title: | | Chef Supervisor | | | |
|---|-----------------------------|--------------------------------------|--|----------------|----------------------|
| Directorate | | Work Skills and Business Development | | | |
| Department | | L20 Hotel School | | | |
| Section | | Kitchens | | | |
| In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist. | | | | | |
|  All disabled candidates who meet the minimum essential criteria will be included on the shortlist. | | | | | |
| Attributes | | Item | Relevant Criteria | How Identified | Essential/ Desirable |
| 1 | Skills & Abilities | 1.1 | Excellent kitchen skills combined with outstanding cookery and purchasing skills | A/T | E |
| | | 1.2 | Ability to work unsupervised and on own initiative. | I | E |
| 2 | General & Special Knowledge | 2.1 | Excellent knowledge of current trends in food and food production | A/T | E |
| 3 | Education & Training | 3.1 | Basic Food Hygiene Qualification | A | E |
| | | 3.2 | Intermediate Food Hygiene | A | D |
| | | 3.3 | NVQ 3 in Cookery or equivalent relevant experience | A | E |
| 4 | Relevant Experience | 4.1 | At least 3 years previous experience of working in a kitchen environment at a similar level. | A/I | E |
| | | 4.2 | Experience of multi site operations | A/I | D |
| | | 4.3 | Worked in excellent 3 or 4 star establishments. | A/I | D |
| | | 4.4 | Experience of student/apprentices and staff requirements. | A/I | D |
| 5 | Special Requirements | 5.2 | Able to maintain a good level of housekeeping and cleanliness. | I | E |

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|-------------|--|-----|--|----------|----------------------|
| | | 5.4 | Able to maintain accurate records. | I | E |
| | | 5.5 | Impeccable food, hygiene and housekeeping standards. | T | E |
| | | 5.6 | Driving licence and own transport. | A | D |
| Key: | | | How Identified | A | Application |
| | | | | I | Interview |
| | | | | T | Test |
| | | | | C | Copy of Certificates |
| | | | | P | Presentation |