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**DEPARTMENT OF ESTATES AND FACILITIES**

**JOB DESCRIPTION**

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| **Post Title: Cook/Chef** | |
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| **Salary:** | JFG 6 £19,351 (SCP 10) to £20,354 (SCP 14) per annum, pro rata |
| **Contract Type:** Business Support | |
| **Reporting To:** | Catering – Facilities |
|  |  |
| **Full time/Part time:** | 0.85 FTE 31.75hrs annualised hours over 36 weeks |
|  | |
| **Closing Date:** | Sunday 3rd July 2022 at 5pm |

The information given below is intended to provide an outline of the workload of the job and its role within Preston College.

It is the College’s intention that this job description is seen as a guide to the key roles and responsibilities of this post however, the business will change and the post holder’s obligations will vary and develop.  The job description should only be seen as a guide and not as a permanent, definitive and exhaustive statement.

The post holder will be expected to work in a flexible, proactive manner to carry out such duties as are necessary and to communicate effectively with all work colleagues.

**MAIN PURPOSE OF THE JOB**

Main responsibilities and duties include:

* Measuring out meal ingredients according to a recipe
* Prepping various ingredients such as meats and vegetables
* Working with the Head Chef and team to prepare meals
* Ensure all areas after cooking, including the prep area and kitchen are cleaned and sanitised to a high standard
* Assisting with all stock takes
* Rotating stock items as per established procedures
* Planning and placing orders as necessary
* Carrying out temperature checks and recording in daily log book
* Complying with all current food hygiene and Allergen legislation

**Main tasks/responsibilities**

* Providing support with menu development and ideas to improve the overall food offer
* Ensuring the food preparation areas are clean and hygienic
* Washing utensils and dishes and making sure they are stored appropriately
* Washing, peeling, chopping, cutting and cooking foodstuffs and helping to prepare salads
* To receive stock, store and check for quality and quantity; ensuring that all stock is dated and rotated and that all areas are fully stocked and organised.
* Disposing of rubbish to their designated areas
* Cleaning the food preparation equipment, floors and other kitchen tools or areas to a high standard using cleaning schedules as guidance
* To assist in all food production areas with basic food preparation in accordance with menu cycle requirements
* To be competent in all service areas in order to assist colleagues when required.
* To operate equipment as shown and trained to do so, ensuring that the equipment is used safely and in accordance with current regulations and College policies
* Adhere to health and safety procedures, ensuring a safe workplace and to be aware of responsibilities under health and safety legislation.

**Communication and Liaison**

* Effective and co-operative working relationships with staff and learners.
* Maintain effective working relationships across the College

**Customer Care**

* Deal confidently with staff and learners, demonstrating a high level of customer satisfaction and service.

**Team**

* Work flexibly to support the work of other team members
* Work effectively, individually and as a team member to achieve team objectives.

**Quality Assurance**

* Ensure duties are undertaken in compliance with internal office and College procedures.
* Ensure all relevant College policies and procedures are adhered to

**EQUALITY AND DIVERSITY STATEMENT**

Preston College is committed to ensuring equal rights and opportunities for all. Recruitment for positions in the College will be carried out in a manner which accords with best equal opportunities practice. The selection of candidates for interview will be based on the personnel specification and applicants should bear this in mind when preparing their applications and completing the application form.

#### The post holder will be expected to take a lead role in the promotion of the College policies on Equality and Diversity, Health and Safety and Quality Assurance.

**SAFEGUARDING LEARNERS STATEMENT**

Preston College is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all staff and volunteers to share this commitment. All Preston College staff and volunteers are required to undertake mandatory Safeguarding training. The successful candidate for this appointment will be required to apply for Enhanced Disclosure through the Disclosure and Barring Service at a cost to themselves.   At present this fee is £38.00 and payment will normally be deducted from your first month’s pay.  Further information on the Disclosure process can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service).

**Corporate Behaviours**

* To promote and deliver the College vision, values and corporate behaviours that are characterised by:
  + Putting the learner first;
  + Empowering and having respect for others, the College and stakeholders;
  + Being enterprising, innovative and ambitious;
  + Taking personal responsibility and accountability; and a
  + Commitment to reflection, continuous improvement and self-assessment.
* To be proud of Preston College and play an active role in a “One College” culture focussed on enterprise, outstanding delivery and growth.
* To be proactive in the development of a culture within Preston College which welcomes diversity and promotes equality, removes barriers to learning and promotes and celebrates excellence.
* To be proactive, adaptable and flexible in responding to what our learners and the markets require to be successful, contributing to the pursuit of excellence and achieving agreed results and outcomes.
* Support the College’s further development and respond to the needs of a diverse range of learners.
* Contribute to and participate in College committees, working groups and projects as may be required.
* Support and actively promote a commitment to the College’s Policies and Procedures including:
* Equality & Diversity Policy
* Financial Policies, Regulations & Procedures
* Health & Safety Policies & Procedures

**VALUES & BEHAVIOURS**

**Committed to Learning:**

* We are dedicated to our teaching, learning and support, responding to customer needs
* We continually pursue excellence in everything we do
* We are open to change, new ideas and we share information and knowledge

**Respect & Consideration:**

* We treat each other, our college and our community with respect and consideration
* We value the achievements of every person in the college
* We work together as one college, whilst recognising individual contribution

**Customer Focused:**

* We are all representatives of the college and will act in a way that best represents our values and behaviours
* We demonstrate consistently strong performance
* We seek what is best for the college and the people it serves

**Integrity & Honesty:**

* We challenge anything that is inconsistent with our values
* We are accountable for our actions
* We act honestly, ethically and legally in all that we do

**Make it Enjoyable:**

* We encourage a positive and supportive environment
* We make time to help others

We care about the success of the college

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential/**  **Desirable** | **Method of Assessment** |
| **Experience** |  |  |
| Experience of working within a large fast pace catering environment | E | A and I |
| **Qualifications** |  |  |
| Level 2 English at minimum Grade C or a willingness to achieve with in an agreed timescale | E | A |
| Level 2 Maths at minimum Grade C or a willingness to achieve with in an agreed timescale | E | A |
| Basic Food Hygiene Certificate or a willingness to achieve with in an agreed timescale | E | A |
| * Level 2 Award in Food Safety in Catering (often known as a food hygiene certificate) | E | A |
| * Two years or more experience as a cook/chef in the hospitality industry | E | A |
| * Professional Qualification’s as a cook/chef | E | A |
| **Knowledge, Skills and Abilities** |  |  |
| Good organizational and time management skills | E | A and I |
| Able to work as part of a team as well as own initiative | E | A and I |
| Commitment to a quality customer service | E | A and I |
| Flexibility in working methods and areas | E | A and I |
| Knowledge of Food Hygiene and Health & Safety procedures | E | A and I |
| Ability to cope with pressure and change | E | A and I |
| Conscientious attitude | E | A and I |
| Have an In-depth knowledge of various cooking techniques | D | A and I |
| Working knowledge of mathematical principles such as ratios and proportions | E | A and I |
| To supervise the performance of all kitchen team members in the absence of the Head Chef | E | A |
| **CORPORATE EXPECTATIONS** |  |  |
| A commitment to the expected corporate behavior’s associated with working at Preston College | E | I |
| A commitment to safeguarding, equality and diversity and health and safety at Preston College | E | I |
| **OTHER REQUIREMENTS** |  |  |
| Demonstrable commitment to safeguarding and health & safety in the working environment | E | I |
| Willingness and ability to work flexibly to working patterns that are set out to meet business demand | E | A and I |
| Willingness to undertake CPD as required and skills training within an agreed timescale | E | A and I |

Key: A Application Form

I     Interview

T Test

Please note where the person specification states that criteria will be identified through more than one medium i.e. A / I, you must specify how you meet the criteria clearly at all stages in order to comply with the Colleges Recruitment Procedures for Employees and Casual Workers.