

Job Description

Directorate	Curriculum Quality & Recruitment
Department	Apprenticeships & Business Engagement
Section	Commercial Outlets
Job Title:	Chef Supervisor
Reports To:	Head Chef

Job Purpose

- To supervise and deliver the food and beverage provision at the Port Academy café.

Main Responsibilities

- To support the Head Chef in the delivery of an excellent dining experience 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.
- Assis in the effective allocation of labour to provide high quality service.
- Safeguard and promote the welfare of children, young people and vulnerable adults.

Main Tasks

Food and Beverage Production

- Undertake and supervise, staff and students, in the production of hot and cold food in the college's Port Academy café as directed by the Head Chef.
- Support the sustainability agenda by displaying best practise in purchasing recycling and waste disposal.
- Inspire students 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 always ensure a high level of customer care.

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 Commercial 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.

General

- Provide high quality food and drink at all hospitality and commercial functions.
- Utilise knowledge of current legislation, Health and Safety and food hygiene to maintain the highest levels of cleanliness and hygiene in all areas of the department.

Special Features:

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

Responsibilities common to all staff

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.

The College aims to be a place in which people can work and study free from any form of discrimination. You are responsible for applying the College's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

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

All employees are required as part of their duties to take responsibility for safeguarding, preventing and promoting the welfare of children and vulnerable adults.

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

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

Qualifications		Essential	Desirable	How Assessed
1	Basic food hygiene qualification	X		A
2	Intermediate food hygiene		X	A
3	NVQ 3 in cookery or equivalent relevant experience		X	A
Experience and knowledge				
4	Excellent knowledge of current trends in food and food production	X		A
5	At least 3 years previous experience of working in a kitchen environment at a similar level	X		A/I
6	Experience of multi-site operations		X	A/I
7	Worked in excellent 3- or 4-star establishments		X	A/I
8	Experience of student/apprentices and staff requirements		X	A/I
Skills & Abilities				
9	Excellent kitchen skills combined with outstanding cookery and purchasing skills	x		T
10	Ability to work unsupervised on own initiative	X		T
Personal Characteristics		Essential	Desirable	How Assessed
11	Has high expectations of self and others	X		I/T
12	Takes responsibility for work activities and personal actions and delivers on commitments	X		I

13	Innovative in response to changing circumstances identifying and or implementing new or improved approaches	•		I
14	Builds positive relationship with others maintaining mutual trust, candor and respect	•		T
15	Does the right thing in the right way and is honest and transparent in their approach	•		T

Key	
A	Application
I	Interview
T	Test
C	Certificate
P	Presentation

Vision, Mission and Values

Vision

To be the best College in the country.

Mission

To inspire, challenge and transform lives.

Values



Excellence

We have high expectations of ourselves and each other.



Accountability

We own what we do, learn from our mistakes and constantly seek to improve



Innovation

We seize opportunities and are bold and dynamic in our approach



Collaboration

We are one team and work hard to serve each other well



Integrity

We are honest and transparent and do the right thing in the right way

Main Terms and Conditions of Employment

Salary	£20,448 per annum
Holidays	32 days annual leave plus 8 statutory bank holidays
Pension	LGPS Pension
Contact Type	Permanent
Working Weeks	52
Hours of Work	Minimum of 35 per week