

Job Description: Chef



Function:	Universities
Position:	Chef
Job holder:	
Date (in job since):	
Immediate manager	Head Chef
Additional reporting line to:	Retail Manager
Position location:	Solent University

1. Purpose of the Job

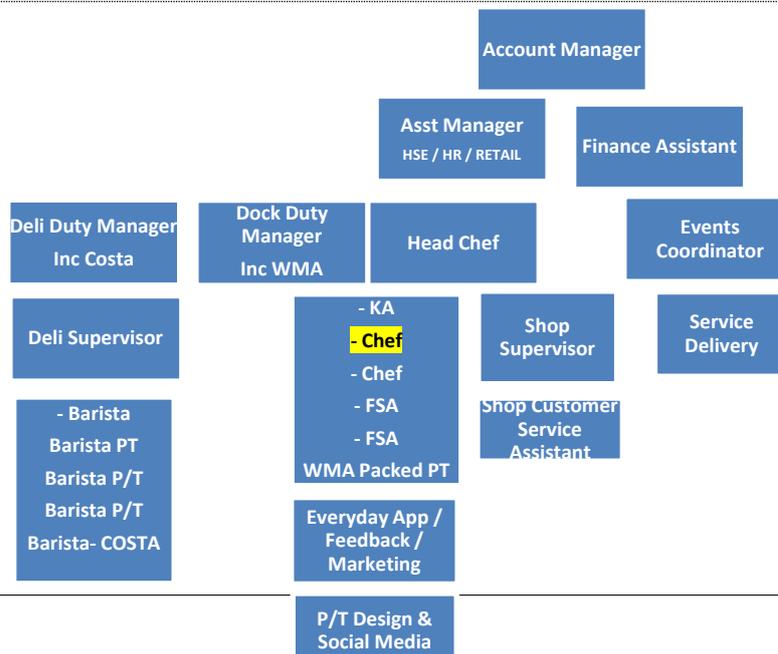
To plan and prepare both hot and cold menu items for a café location situated within the main campus. Menu items are prepared to a pre agreed specification, with produce provided by the onsite management team. To work in a designated kitchen, to a high health and safety and food safety standard, adhering to Sodexo company standards.
Will have had previous food preparation experience, in a similar environment.

2. Dimensions

Revenue
FY19

Characteristics - Student - Staff and Public clientele

3. Organisation chart -



5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Hot and Cold Food Preparation
- Stock Delivery and Recording
- Stock counting and rotation
- Kitchen Cleaning
- Temperature records
- Ordering

6. Accountabilities –

- Food Safety
- Cooking of – Main Meals
- Stock Management
- Stock Delivery and Recording
- Stock counting and rotation
- Kitchen Cleaning
- Temperature records
- Ordering

7. Person Specification

- Honesty. In public relations, your reputation is key.
- Knowledge and research
- Relationship-building skills. ...
- Multi-tasking in a high-pressure work environment.
- Attention to detail.
- Adapts to change.
- Strategic thinking.
- Must be experienced and flexible, and able to multitask
- Must have experience of food preparation in a similar environment.

8. Competencies –

■ Food Hygiene			■
■ Food Production			■
■ Health and Safety			■
			■

9. Management Approval –

Version		Date	
Document Owner			