

Head Chef

External Vacancy

Post Ref: 6032. Full Time, 37 hours per week. Permanent. £26,500.00 per annum.

Attractive benefits for this post include 35 days' annual leave per year plus bank holidays and the opportunity to join the Local Government Pension Scheme.

Sunderland College is a world-class provider of education, with three campuses located across the city, plus Hartlepool Sixth Form, offering one of the region's largest range of school leaver and adult courses. Now that we are located in our new City Campus, we have grown our commercial offering to include a more rounded experience for students and customers

We are seeking to appoint a suitably qualified and experienced Head Chef to work within the existing Catering and Hospitality Team. The role will involve working permanently in our City Campus restaurant, City Bistro, delivering high quality food to both internal and external customers, as well as providing on the job training and mentoring to learners.

Successful applicants should have demonstrable experience of running successful kitchens with a key focus on food knowledge, seasonality, modern cookery techniques and development of a team. They will have extensive knowledge of the industry and be able to drive the business forward meeting and exceeding agreed income targets and levels of service.

Applicants should be able to demonstrate relevant experience in their personal statement, giving practical examples of how they fulfil the person specification.

The successful applicant will need to be required to work in a fully commercial capacity, potentially operating over six days and 45 weeks a year. They will be driven and keen to succeed with a growing commercially focused team whilst assisting and effectively contributing to the successful development of learners along with the curriculum. They will be able to work independently and with inexperienced trainees.

Due to the nature of this post, the successful applicant will be required to undertake an Enhanced Disclosure Check.

To find out more about this great opportunity visit www.sunderlandcollege.ac.uk/vacancies. Alternatively, e-mail vacancies@sunderlandcollege.ac.uk or call 0191 5116046 to request an application pack.

All applications must be received by 12noon on Friday 21st September 2018.

Please note, previous applicants need not apply.

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post title	Head Chef
Reports to	Curriculum Manager
Department	Commercial and Retail
Grade	Spot Point
Contract	37 hours, Permanent
Location	City Campus

OVERALL PURPOSE

- To take ownership of the running of a productive kitchen to meet the needs of the business.
- To work productively with others to ensure a smooth, viable commercial operation.
- To adhere to all health and safety rules and regulations.
- To keep abreast of all new trends.

PRINCIPLE DUTIES

- Ensuring the consistent smooth running of food production areas within the kitchen as well as City Bistro and City Deli.
- Ensuring effective control of stock purchasing, receipt, storage, preparation and service with regard to quality, quantity and safety.
- Ensuring all food production areas are operating to the required standards throughout the designated opening hours.
- Maintaining a high level of food quality and production with the aim of exceeding our guest's expectations in both City Bistro and City Deli.
- Organising orders and menu planning, recipe packs and station setup including development of new dishes.
- Completing staff rotas and assisting with student rotas.
- Ensuring all training and development is carried out with students and the commercial team in conjunction with curriculum staff.
- Demonstrating a passion for food with extensive food and beverage knowledge.
- Demonstrating a strong desire to succeed and grow the restaurant's standing and reputation and promoting this within the team and beyond.

- Be an integral part in promoting and improving the business on a daily basis and in collaboration with the trainer assessor, apprentice and marketing.
- As required, working front of house to support a high quality service.
- Undertaking all other duties as and when directed by the Curriculum Manager.
- Undertaking daily cashing up and banking duties for City Bistro and City Deli as required.
- Tracking covers and income; to be reported monthly.
- Line manage any apprentices working in City Bistro either front or back of house.
- Identifying student areas for improvement and assisting in training as necessary.
- Consistently reviewing operations and student progress to identify any problems, concerns, and opportunities for improvement.
- Providing coaching to students and feedback to lectures or trainer assessors as required and assess performance on an ongoing basis.
- Provide feedback to students in a timely manner.
- Ensuring that the food operations are controlled in a manner which reaches the desired cost of sales and maximising potential and optimising resources.
- Liaising with suppliers to ensure the highest quality is maintained whilst working to set food costs and profit margins.
- Ensuring the security of all foods, chemicals and equipment by maintaining procedures laid down by the Health and Safety Policy.
- Ensuring at all times cleanliness, food safety and all other Health and Safety matters are adhered to so as not to breach any legislative points within the Food Safety Act 1990, the Health and Safety at Work Act or the Control of Food Allergen regulations 2015.

MAIN DUTIES

- To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- To uphold British Values, the college values and responsibilities with regard to equality and diversity
- To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
- To undertake such other reasonable duties commensurate with the post.



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CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
Skills/knowledge/aptitudes Excellent food and beverage knowledge Ability to run and manage a developing kitchen day to day and with a strategic view Ability to time manage and work independently Ability to lead from the front to ensure excellent standards Analytical skills Able to manage multiple priorities and work to deadlines Ability to work as part of a team / lead a team	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Qualifications and Training Level 3 or equivalent higher education qualification in a relevant subject GCSE Maths and English grade C qualifications or recognised equivalent Assessor and Verifier qualifications	✓	✓ ✓
Experience Recent experience of running a successful kitchen Experience of training and development of staff Experience of working with young people, 16 and over Experience of completing menu development, implementation and costing Experience of working in or running effective front of house operations Accurate data analysis Liaising with colleagues of all levels and external partners to achieve targets	✓ ✓ ✓ ✓ ✓ ✓	✓
Disposition Ability to act professionally at all times and uphold the colleges' values Commitment to providing a high standard of service To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. To uphold British Values, the college values and responsibilities with regard to equality and diversity. To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation. To be committed and highly motivated with a positive and flexible 'can do' outlook.	✓ ✓ ✓ ✓ ✓ ✓	



The ability to remain calm and work under pressure.	✓	
Ability to actively build relationships with customers	✓	