

**Chef**  
Job Description & Personal Specification

**Overview**

<b>Centre:</b>	King's Park Conference Centre
<b>Position:</b>	Chef
<b>Reporting to:</b>	Catering Manager
<b>Hours:</b>	37.5 Hours (Any 5 days out of 7, including evening and weekends)
<b>Role Type:</b>	Permanent, Full Time, Shift Work
<b>Overall Purpose:</b>	To work as part of the kitchen team, helping to ensure the catering needs of the centre for our guests are met.

**Job Description**

- To prepare and cook meals as required by the Catering Manager
- To maintain the highest possible standards in the preparation, cooking, presentation and serving of food
- To ensure a high level of kitchen hygiene and to ensure cleaning schedules are maintained
- To adhere to health and safety regulations in all areas of work
- Knowledge of all standard procedures and policies pertaining to food preparation, receiving, storage and sanitation.
- Knowledge of medical dietary requirements and allergies to ensure the safe production and services of all meals to a very high and safe standard
- To assist in the completion of daily schedules or any special projects as requested by the Catering Manager
- To contribute to the forward planning of menus
- When on duty, to be responsible for the oversight of kitchen assistant, staff whilst they are in the kitchen and dining room areas
- When on duty to ensure that the security of the Department, including stock and equipment, is maintained
- Ensure effective communication is used between staff to maintain a secure and friendly working environment.
- To assist in any other work that maybe required to ensure the smooth running of the centre

**This job description dates from May 2019 and may be subject to review at any time as deemed necessary.**

**Personal Specification**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	Excellent verbal and communication skills  Ability to prioritise work loads  A committed team player  Customer service skills	Delegation skills  Positive working relationships skills  IT skills
<b>Experience</b>	Previous Catering/Chef Experience  Uses of all types of catering equipment	Experience of working in a residential setting  Experience of working under pressure
<b>Education/Qualifications</b>	NVQ Level 2 or equivalent in Catering  Level 2 Hygiene Certificate or above  Awareness of Allergen Issues	Knowledge of responsibilities under HSAW act, COSHH, infection control and essential of food hygiene
<b>Other</b>	A flexible approach and attitude to working patterns to the demands of the business	