



## **Chef**

Catering: Student & Academic Services  
(Ref: BU03891)

Grade 3: £23,815 - £23,881 p.a. plus £3,500 market supplement

We are recruiting an experienced and enthusiastic, permanent, full-time Chef to join our team within the Catering department of Bangor University.

Duties include the preparation and cooking of food as directed by the Chef Supervisor, in line with agreed menus and recipes while maintaining a high standard of food quality and presentation in line with the operation.

Candidates should hold professional cookery qualifications to a minimum of City and Guilds 706/2 or equivalent, Level 2 Food Hygiene qualification and have completed allergen awareness training. Relevant technical culinary skills, gained within a similar-sized and similarly diverse environment, are essential for this post.

Applications will also be considered to carry out this role on a part-time or job share basis.

The ability to speak Welsh is desirable for this role.

Applications will only be accepted via our on-line recruitment website, [jobs.bangor.ac.uk](http://jobs.bangor.ac.uk). However, in cases of access issues due to disability, paper application forms are available by telephoning 01248 382646.

Informal enquiries can be made by contacting: Angela Church, Head of Catering, [a.church@bangor.ac.uk](mailto:a.church@bangor.ac.uk)

Committed to Equal Opportunities.

**Purpose of the job**

Provision of excellent quality food that meets departmental quality standards and customer expectation, with agreed recipes and menus compliant with the department food safety management system.

**Main Duties and Responsibilities**

- Preparation and cooking of food as directed by the Chef Supervisor, in line with agreed menus and recipes.
- Maintain a high standard of food quality and presentation in line with the operation.
- Contribute to the compiling of new menus and suggest new dishes.
- To be a participating member of the kitchen and front of house team.
- To assist the Chef Supervisor in the smooth running of the kitchen in line with departmental procedures on a day to day basis.
- To assist the Chef Supervisor in ensuring set financial and service standard targets are met.
- Ensure that all food and beverages are prepared at the appropriate times.
- To adhere to and rigorously follow Health and Safety and Food Safety departmental standards and to ensure that the food storage areas are maintained in accordance with all relevant health, hygiene and safety regulations.
- Maintain an efficient and professional food and retail service to customers.
- Maintain the kitchen and servery areas to agreed standards.
- Ensure that all equipment is cleaned and maintained in line with procedures.
- Ensure that all breakdowns, faults and maintenance requirements are reported immediately to the Chef Supervisor.
- To ensure the safety of members of staff, customers and visitors in respect of food safety.
- Prepare stock orders as required.
- To receive deliveries into the catering unit as required, ensuring the appropriate food safety control processes and systems are adhered.
- Assist with stock control procedures including the rotation of stock to ensure minimal wastage and the security of stock.
- Complete stock counts as required.
- To ensure staff rotas are operated as laid down by the Chef Supervisor.
- To assist the Chef Supervisor with the training of all team members working in the kitchen.
- To liaise and coordinate with internal departments and external customers when required.
- Supervise the kitchen team, as required (assistant chefs and kitchen assistants) for the consistent attainment and delivery of agreed service, food presentation and quality standards whilst exercising professionally supportive and motivational leadership at all times.
- Prepare and plan any specific dietary requirements, ensuring safe production of specifically required food / dishes as requested by clients, ensuring clear identification /labelling and communication to front of house colleagues providing allergen information / documentation as required.
- To take responsibility for planning preparing and delivering small events as the lead chef on duty and / or running a section within a larger kitchen / event, ensuring all aspects of service run on time and to the agreed standards, liaising and working with front of house colleagues as required.
- Work to support sustainability best practice in the kitchen areas.
- To assist the department in supporting the Universities sustainability objectives.

- To access online Systems such as Kinetics to ascertain all up to date information regarding customer orders, paying particular attention to dietary requirements and sharing this information with the shift team.
- Support kitchen team working across campus at all times.

### **Other Duties and Responsibilities**

- The post holder will be expected to participate in performance review and developmental activities.
- The post holder will be expected to comply with the University equal opportunities policies, Dignity at Work and Study Policy and the University's Welsh Language Policy and the Welsh Language Standards.
- The post holder has a general and legal duty of care in relation to health, safety and wellbeing and must take all reasonable steps to ensure a safe and healthy working environment for themselves and for other members of staff, students and visitors affected by their actions or inactions. The post holder is also required to comply with all applicable health and safety policies, procedures and risk assessments.
- The post holder must comply with relevant legal and financial policies and procedures and be aware of their responsibilities in terms of the legal requirements of their post.

### **Person Specification**

#### **Qualifications/Training**

##### Essential

- Level 2 Food Hygiene qualification.
- Allergen awareness training.
- Professional cookery qualifications to a minimum city and guilds 706/2 or equivalent.

#### **Experience/Knowledge**

##### Essential

- A working knowledge of operational compliance for Health & safety regulations related to catering.
- Understanding of stock and related cost controls.

##### Desirable

- Experience of menu design.
- Experience of training and developing junior members of the team.
- Experience of menu costing.

#### **Skills/Abilities**

##### Essential

- Relevant technical culinary skills gained within a similar-sized and similarly diverse environment and to the requirements of the post.
- Ability to work flexibly across weekdays, evenings and weekends, to the requirements of events services in variable types of outlets and across multiple locations.

- Sound written communication skills commensurate with the requirements of the post. Excellent verbal communication skills.
- Computer literate, willing to learn use of relevant IT systems for bookings information and stock ordering.
- Ability to manage and prioritise own workload.

## **Other**

### Desirable

- The ability to communicate through the medium of Welsh is desirable for this role.

## **General**

The University is committed to supporting and promoting equality and diversity and to creating an inclusive working environment. We believe this can be achieved through attracting, developing, and retaining a diverse range of staff from many different backgrounds. We strive to develop a workforce from all sections of the community regardless of sex, gender identity, ethnicity, disability, sexual orientation, trans identity, relationship status, religion or belief, caring responsibilities, or age. We promote and facilitate the use of the Welsh language through our progressive Welsh Language Policy. We comply with the Welsh Language Standards and are committed to equality of opportunity. You are welcome to apply for any job in English or Welsh and all applications submitted will be treated equally.

We are a member of Advance HE's Athena SWAN Gender Equality charter and hold a Silver award in recognition of our commitment to and progress towards gender equality within the University's policies, practices, and culture. We are proud to be a Disability Confident employer.

All members of staff have a duty to ensure their actions are in line with the overall environmental aims of the University and minimise their environmental impact. All offers are made subject to proof of eligibility to work in the UK and receipt of satisfactory references.

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. When you apply for this post you will be required to explain the basis upon which you believe you will be able to live and work in the UK legally on the commencement date of the role should your application be successful. If you do not have the right to work freely in any position in the UK already, any offer of employment we will make to you will be subject to you obtaining a right to work visa. The following link provides information on the various visa routes into employment and the eligibility requirements (including switching visa status where permissible) <https://www.gov.uk/browse/visas-immigration/work-visas>. If you are successful in your application we will discuss visa options with you at the time of making the offer of employment.

Please note that, in the event of applications being received from candidates on the University's Redeployment Register with a reasonable skills match to the post specification, these applicants will be given prior consideration.