Sous Chef

CATERING AND HOSPITALITY

Closing date:
15 November 2017

Applications will be reviewed upon receipt and applicants will be invited to interview on a regular basis until the vacancies are filled.
Directors Introduction

As a member of the Commercial Services team you will be a key contributor in supporting our section to provide essential income to support the University’s key objectives. The services we provide underpin values that will enhance the ‘student experience’, whilst being profitable and sustainable.

We work in an all-inclusive environment where the word ‘team’ is part of our culture. We provide an excellent benefits package supporting market led terms and conditions of employment. We are committed to Investors in people and this is demonstrated by providing an open door policy giving access to the Director from all levels of the organisation.

I wish you well with your application.

Jon Greenwood, Director of Commercial Services

Catering & Hospitality

Catering and Hospitality is a large department with staff working in fourteen sites across two campuses. Our sites vary in size and function from Coffee Shops to large scale restaurants and dining halls which specialise in high volumes of both student and conference business.

We employ a large team of people located across our sites including chefs, supervisors, kitchen porters to front line service staff and Costa trained baristas.

We aim to deliver quality in everything we do from service standards to food quality within a very diverse operating environment. Being a University our priority customers are our students. We contribute towards the student experience with fresh ideas and creative food innovations, striving to exceed customer expectations within the very competitive higher education market.
Job Description

**Salary:** £20,000 per annum plus generous benefits including no split shifts and closure over the Christmas and New Year period.

**Grade:** B2

**Hours of work:** 37 hours per week

**Contract type:** Open

**Reporting to:** Head Chef

**Location:** University of York, Heslington, York, YO10 5DD

**Main purpose of this role**

Working in the University of York’s brand new Catering outlet opening January 2018, as a Sous Chef you will supervise a kitchen brigade and oversee the production of a high quality food service.

**Key responsibilities and duties:**

- Support and deputise for the Head Chef as necessary.
- Make recommendations to the Catering Manager / Head Chef supporting the production of innovative and new menus which meet customer demand and are produced within financial guidelines.
- Prepare weekly rosters for the approval of the Catering Manager / Head Chef.
- Purchasing supplies and resources from nominated suppliers.
- Plan menus, prepare, cook and serve food ensuring effective use of resources to meet financial targets.
- In accordance with legislative requirements and the organisational Health and Safety policy, to implement, monitor and maintain high standards of food safety, kitchen hygiene and general safety issues, taking the necessary remedial action to rectify any shortfall in standards.
- Identify training needs and deliver on the job craft skills to catering production staff.
- In conjunction with the Catering Manager/Head Chef improve the catering service and increase turnover.
- Recommend new products and ideas for menu and business development in line with current and future trends.
- Ensure a high level of communication and team spirit with Front of House Staff.
- Produce quality dishes that will be served through a ‘call-order’ system.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post in response to business needs.

**Working Conditions:**

- The post holder will be on his/her feet for most of the shift, working in a hot environment.
- Manual handling of heavy equipment and stock.
- Environment subject to temperature fluctuations from very hot to very cold (Freezers and Cold Stores).
# PERSON SPECIFICATION

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<thead>
<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<td><strong>QUALIFICATIONS</strong></td>
<td><strong>EXPERIENCE</strong></td>
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<tr>
<td>- Basic food hygiene certificate (level 1)</td>
<td>- Proven experience of menu development and accurate costing</td>
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<td>- City &amp; Guilds 706/1-2 or NVQ equivalent</td>
<td>- Evidence of ‘call-order’ cooking</td>
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<td>- IOSH Managing Safely</td>
<td>- Previous experience of managing a small food production team</td>
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<td>- Intermediate Food Safety qualification</td>
<td>- Previous experience in a similar role</td>
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<td>- Craft Training Award or equivalent</td>
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| **SKILLS / ABILITIES / COMPETENCIES** | |
| - Proven track record in delivering exceptional dishes in a time pressured environment. | |
| - Demonstrable product presentation skills with attention to detail | |
| - Ability to work in a fast paced professional kitchen. | |
| - Ability to develop and inspire a team. | |

| **KNOWLEDGE** | |
| - Wide knowledge of international and home market cuisine | |
| - General understanding of professional catering | |
| - A thorough understanding of the catering business. | |

| **PERSONAL ATTRIBUTES** | |
| - Effective communication and interpersonal skills | |
| - Creative and forward thinking approach to food production. | |
| - Drive enthusiasm and commitment | |
| - A passion for food and delivering a high quality service. | |
| - Must have a flexible approach to the hours and days of work especially during conference and vacation periods | |
How to Apply

Apply Online

- Go to https://jobs.york.ac.uk/ycl
- Find the vacancy using reference 6147
- Upload CV

You will need to submit your application by midnight (GMT) 15 November 2017

What will I need?

We will ask you for:

- Personal details i.e. name, address, telephone number and email address
- Your up to date CV
- Contact details for two referees
- If you prefer you can send a copy of your current CV with a covering letter to: HR, Commercial Services, 1st Floor Helix House, York Science Park, Heslington, York YO10 5BR

The Company will only recruit individuals who have passed the school leavers age.

For further information and confirmation of the school leavers age please visit the York Council website

Help and assistance

Direct queries to

ycl-hradmin@york.ac.uk
01904 328413/328424
YCL

YCL is a wholly owned subsidiary company of the University of York. YCL was formed in 2012 with the overall aim to deliver a profitable service and provide essential income to the University.

There are a number of commercially focussed departments which make up Commercial Services, Catering and Bars, Campus Nursery, York Sport, Design and Print Solutions, York Conferences, Retail Services and support teams including Human Resources, Central Administration and Marketing.

YCL was awarded IiP Silver in August 2014.

Benefits Package

- 38 days annual leave including 8 bank holidays (pro rata)
- Pension scheme
- On-site parking
- Concession rates at York Sport Village and Centre
- 10% off campus NISA supermarkets
- Discount scheme with local restaurants, retail and tradesmen
- Salary sacrifice schemes including cycle to work, childcare vouchers and campus nursery
- Discount scheme with national retailers and services
- Discounted personal postage rates

Attractive Place to Work

Centred around the picturesque village of Heslington on the edge of the City of York, the campus offers a wealth of facilities, which includes bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 we have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion.

During this period of change YCL has also grown to support the larger campus. We have worked hard to retain our friendly, informal atmosphere and believe strongly that work should be an enjoyable place to be.

The University

Founded on principles of excellence equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the centre for almost 16,000 students across 30 academic departments and research centres. In just 50 years we have become one of the world’s leading universities and a member of the prestigious Russell Group.

The City of York

Internally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles—just a few of many attractions.

But York isn't just a great place to visit—it’s also a great pace to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.