Executive Head Chef

CATERING TEAM

Closing date: 19 November 2017
Interview date: 6 & 7 December 2017
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 Management Team from all levels of the organisation.

I wish you well with your application.

Jon Greenwood, Director of Commercial Services

Catering and Hospitality

Catering and Hospitality is a large department with staff working in various 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.

In 2018 we are opening a brand new catering outlet based in the Piazza Learning Centre which will host a 350 seat restaurant and a state of the art kitchen.
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.

YCL is continuously looking for new ways to support the University. In 2017/18 a new retail store and catering outlet will open for the use of students, staff, visitors and local residents.

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
- Concessions 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
- Uniform provided and laundered.

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

Internationally 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—its 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.
Salary: £30,713—£35,913 per annum

Grade: C3

Hours of work: 37

Contract type: Open

Reporting to: Food Development Manager

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

**Purpose of the job:**

Assist the Food Development Manager to oversee all food production across the University of York Campus catering outlets ensuring high quality, cost efficient food is delivered at all times across 15 catering outlets.

**Main duties of this role:**

- Together with the Food Development Manager, direct line a team of Head Chefs, Sous Chefs, Chef de Partie’s and Assistant Cooks.
- Oversee the production of the food delivered across the University of York Campus.
- Deliver and monitor the training and development of the Food Production Team. Training will mainly be on the job but there will also be a requirement to train on a one-to-one or group basis.
- Produce manuals and matrixes for training needs, focussing on competencies needed for individual teams.
- Conduct performance appraisals, identify shortfalls in performance of standard and provides additional training where needed.
- Assist the Food Development Manager in all areas of procurement.
- Set, implement and monitor food production standards for the company’s core and conference catering services to meet strict financial and legislative requirements.
- Undertake the role of back of house operations manager for all 11 kitchens based over 15 catering outlets.
- Increase sales, spend per head and patronage by raising the profile of the Company’s catering services by developing catering production standards.
- Develop and implement new business concepts.
- Deputise for the Food Development Manager in their absence.
- Carry out risk assessment for food safety and ensures that the company maintains a accredited 5* external audit rating.
- Provide cover in the kitchen during busy periods.
- Produce fine dining for conference and events.
- Establish working relationships with suppliers and contractors and negotiate deals for products and services.
- Develop and maintain a network of professional contacts and be a member of The University Caterers Organisation (TUCO).
- Monitor and ensure compliance with the EU Food Information for Consumer Regulations (EU FIC) across all campus catering outlets.
- Carry out inductions for new employees with particular regard to craft skills, food hygiene and food production standards.

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**

- Average working day: 75% kitchen and 25% office.
## PERSON SPECIFICATION

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<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td><strong>QUALIFICATIONS</strong></td>
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<td>• City and Guilds 706/1/2/3 or equivalent.</td>
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<td>• RIPH or equivalent.</td>
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<td>• IOSH Managing Safely Certificate or equivalent.</td>
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<td>• Craft Trainer Award.</td>
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<td>• Advanced Food Hygiene Certificate</td>
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<td><strong>KNOWLEDGE</strong></td>
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<td>• Previous working knowledge of fine dining as well as large scale conferencing or similar.</td>
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<td>• Sound knowledge of costings and food margins.</td>
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<td>• Working knowledge of food margins and be able to influence them positively through solid understanding of financial acquirement.</td>
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<tr>
<td>• Knowledge of EU Food Information for Consumer Regulation (EU FIC) with extensive working knowledge of allergens.</td>
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<td><strong>SKILLS / ABILITIES/ COMPETENCIES</strong></td>
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<td>• Demonstrable menu planning and development skills.</td>
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<td>• Craft training experience.</td>
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<td>• Effective interpersonal and communication skills.</td>
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<td>• Ability to work under pressure.</td>
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<td>• Project management, organisational and planning skills</td>
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<td>• Ability and awareness of cost control</td>
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<td>• Team builder with the ability to develop and build a brigade of kitchen staff.</td>
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<tr>
<td><strong>EXPERIENCE</strong></td>
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<td>• Extensive experience in a Head Chef position in a high profile, prestigious restaurant conference suite or hotel</td>
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<td>• Experience of training and developing a team of staff.</td>
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<td>• Experience of managing a large team of people.</td>
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<td>• Experience of menu planning and development.</td>
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<td>• Previous experience of delivering craft training.</td>
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<td><strong>PERSONAL ATTRIBUTES</strong></td>
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<td>• Excellent oral and written communication skills. Self-motivation and the ability to motivate others.</td>
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<td>• Able to present a professional image, even under pressure.</td>
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<td>• Drive enthusiasm and a real commitment to succeed.</td>
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<td>• Flexible and adaptable</td>
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How to Apply

Online

- Go to [https://jobs.york.ac.uk/ycl](https://jobs.york.ac.uk/ycl)
- Find the vacancy using reference 6173
- Complete the online application form

You will need to submit your application by midnight (GMT) 19 November 2017.

What will I need?

We will ask you for:

- Personal details
- Your employment history
- Relevant qualifications
- Contact details for two referees

You will need to be ready to show us how you meet the requirement of the job, either in a written statement and/or by answering questions.

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 City of York Council website

Applicants aged under 18 year of age will only be offered 20 hours a week or less and they must provide evidence that they are in full or part time education/training, or undertaking work based learning such as an apprenticeship.

Help and assistance

Direct queries to ycl-hradmin@york.ac.uk
01904 328413/01904 328424