Head Chef

CATERING AND HOSPITALITY

Closing date: 8 November 2018

Anticipated start date: 14 December 2018
Catering and 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.

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
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

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—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.
Salary: £21,550 - £26,952 per annum

Grade: C1

Hours of work: 37

Contract type: Open

Reporting to: Executive Chef

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

Main purpose of this role:

To manage the efficient and effective working of the production kitchen to ensure the highest standard of catering within strict financial and legislative requirements. To manage a team of approximately 10 full and part time production staff.

Key responsibilities and duties:

- Preparation and monitoring of food production in accordance with menu specifications and food safety guidelines.
- Maintain the standard of health, safety and hygiene in accordance with the University’s policies and procedures.
- Purchasing of food from nominated suppliers ensuring that stock levels are maintained at cost effective levels.
- On the job training and supervision of the kitchen production team.
- Compilation of kitchen staff rotas to ensure efficient and effective deployment of staff.
- In conjunction with the Catering Manager and the Executive Chef, produce new innovative menus which match customer requirements and financial targets.
- Responsible for food cost control, stock levels and meeting budgeted gross margin performance.

Other Requirements of the post holder:

- Ensures that standard operating procedures are in place for using machinery, cleaning with chemicals etc.
- Responsible for the health safety and hygiene in the kitchen.
- Responsible for the preparation and upkeep of kitchen risk assessments.
- Uses a computer to exchange/gain information through e-mails and for staff attendance records.
- Undertakes annual performance reviews of kitchen team.
- Must be flexible over hours and days of work.

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.

Working conditions:

- Noisy, hot and humid around steam ovens, naked flames, gas appliances.
- Enters cold stores and freezers.
- Provides and ensures that protective clothing is worn by self and staff.
## PERSON SPECIFICATION

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<th>ESSENTIAL</th>
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<td><strong>QUALIFICATIONS</strong></td>
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<td>- City and Guilds 706/1/2 or NVQ 3 or above.</td>
<td>• IOSHH Managing Safely.</td>
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<td>- Intermediate Food Hygiene Certificate. Health and Safety in the workplace certificate.</td>
<td>• Advanced Food Hygiene</td>
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<td><strong>KNOWLEDGE</strong></td>
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<td>- A thorough understanding of the catering business with particular emphasis on large scale catering.</td>
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<td>- Good working knowledge of health and safety and manual handling issues.</td>
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<td><strong>SKILLS / ABILITIES/ COMPETENCIES</strong></td>
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<td>- Menu development, planning and costing. Customer care skills.</td>
<td>• Experience of staff training.</td>
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<td>- Proven staff management skills.</td>
<td>• Craft Training Certificate.</td>
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<td>- Ability to work under pressure.</td>
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<td>- Excellent food presentation and craft training skills.</td>
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<td>- Computer literate – word processing, e-mails</td>
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<td><strong>EXPERIENCE</strong></td>
<td>NVQ D32 Assessor Skills or Craft Trainer Award</td>
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<td>- Minimum 2 years experience of working in a supervisory position in a high volume catering operation.. Proven ‘on the job’ training skills</td>
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<td><strong>PERSONAL ATTRIBUTES</strong></td>
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<td>- Excellent communication skills.</td>
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<td>- self motivated and able to motivate others. Drive, enthusiasm and commitment. Good organisational skills.</td>
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<td>- Flexibility to work unsocial hours</td>
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How to Apply

Apply Online

- Go to https://jobs.york.ac.uk/ycl
- Find the vacancy using reference 7131

You will need to submit your application by midnight (GMT) on 8 November 2018

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