Chef de Partie

CATERING & HOSPITALITY

Closing date: 19 November 2019
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 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.
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
- 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

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.
**Job Description**

**Salary:** £19,000 per annum plus generous benefits including no split shifts and closure over the Christmas and New Year period.

**Grade:** B1

**Hours of work:** 37 per week (Full time)

**Contract type:** Open

**Reporting to:** The 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 which opened in January 2018, as a Chef de Partie you will prepare, cook and present high quality food to students staff and visitors. Ensuring exceptional standard and service is delivered at all times and Food safety and hygiene regulations are adhered to.

**Key responsibilities and duties:**

- Prepare, cook and present food in accordance with menu and food safety guidelines.
- Maintain kitchen hygiene including the dismantling and cleaning of equipment to check it will not be a potential hazard.
- Adhere to all food hygiene and safety regulations.
- Comply with company standards, polices and procedures.
- Stock rotation and monitoring of stock levels.
- Accept and check stock deliveries
- Minimise the risk of accidents and waste by effective working and ensure all areas are hazard free and clean at all levels.
- Assist with the supervision of kitchen general assistants, and kitchen porters.
- Occasionally assist with the service of food.
- Certain times of the day the post holder may be the only qualified person on duty therefore will take the initiative for any catering problems.
- 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

<table>
<thead>
<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>QUALIFICATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>• City and Guilds 706/1/2, NVQ level 2 or equivalent.</td>
<td>• Intermediate Food Hygiene Certificate.</td>
</tr>
<tr>
<td>• Foundation Food Hygiene Certificate.</td>
<td></td>
</tr>
<tr>
<td><strong>EXPERIENCE</strong></td>
<td></td>
</tr>
<tr>
<td>• Previous experience in a high volume catering operation.</td>
<td>• Experience of ‘call-order’ cooking.</td>
</tr>
<tr>
<td><strong>KNOWLEDGE</strong></td>
<td></td>
</tr>
<tr>
<td>• Working knowledge of health and safety regulations, COSHH regulations and manual handling techniques.</td>
<td>• Knowledge of international home market cuisine.</td>
</tr>
<tr>
<td><strong>SKILLS / ABILITIES/ COMPETENCIES</strong></td>
<td></td>
</tr>
<tr>
<td>• Ability to control own workload with effective organisation and planning skills.</td>
<td></td>
</tr>
<tr>
<td>• An effective eye for detail.</td>
<td></td>
</tr>
<tr>
<td>• Ability to work as part of a team and display ability to use own initiative.</td>
<td></td>
</tr>
<tr>
<td>• Hard working and dedicated with the ability to work under pressure.</td>
<td></td>
</tr>
<tr>
<td>• Demonstrable food presentation skills.</td>
<td></td>
</tr>
<tr>
<td>• Ability to work in a fast paced busy environment.</td>
<td></td>
</tr>
<tr>
<td>• Effective customer service skills .</td>
<td></td>
</tr>
<tr>
<td><strong>PERSONAL ATTRIBUTES</strong></td>
<td></td>
</tr>
<tr>
<td>• Effective communication and interpersonal skills.</td>
<td></td>
</tr>
<tr>
<td>• Self motivated with the ability to motivate others.</td>
<td></td>
</tr>
<tr>
<td>• Drive, enthusiasm and commitment.</td>
<td></td>
</tr>
<tr>
<td>• A passion for food, and delivering a high quality service.</td>
<td></td>
</tr>
<tr>
<td>• Must have a flexible approach to the hours and days of work especially during conference and vacation periods.</td>
<td></td>
</tr>
</tbody>
</table>
How to Apply

Apply Online

- Go to https://jobs.york.ac.uk/ycl
- Find the vacancy using reference 8154

You will need to submit your application by midnight (GMT) on 19 November 2019

What will I need?

We will ask you for:

- Personal details to include name, address, telephone number and email address.
- Contact details for two referees.
- If you prefer you can send us your CV plus covering letter to the email address below or post to HR, Commercial Services, 1st Floor Helix House, Innovation Way, 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