CHEF SHIFT LEADER: JOB DESCRIPTION

Job Title: Chef Shift Leader

Reports to: Head Chef

Responsible to: Head of Catering

Role: To assist the Head Chef in supervising the day-to-day management of the kitchen, to provide the highest possible standard of food for students, Fellows, staff and conference guests.

Main Duties/Responsibilities:

- Lead a shift at evenings and weekends, allocating dishes to staff for which they are responsible.
- Supervise kitchen staff in the absence of the senior chef, ensuring they adhere to Departmental standards of hygiene and follow established health and safety and hygiene procedures.
- Ensure that all reporting staff wear the correct uniform and are smart in appearance.
- Assist in the training of junior staff to achieve the highest standards of food production and presentation.
- Monitor staff performance and contribute to staff appraisals.
- Provide cover during periods of staff absence and be flexible to work other shifts as necessary.
- Produce consistently high quality food and service in the Servery, at Formal Hall, High Table and for all College conference activities.
- Experiment with new dishes and garnishes.
- Ensure that food is not cooked too far in advance or that excessive amounts of food are produced to maintain food budgets and avoid wastage.
- Provide accurate allergen information at all services.
- Brief the Servery Supervisory and other designated staff in food presentation, allergens and portion control.
- Ensure regular health and safety checks of equipment, premises and working practices, are completed, accurately recorded and report any action to be taken.
- Assist in the ordering of fresh daily goods.
- Liaise with students, Fellows and staff at service areas.
- Attend and contribute to weekly team meetings.

The above is not an exhaustive list of duties. The post-holder may be asked to undertake and assist in any other tasks as instructed by the Head Chef and Second Chef within the overall function of the role. All employees are expected to work collaboratively to support the overall
function of the Catering Department. This job description may be subject to change due to organisational need, and following consultation between the Head Chef and the post holder.

The post-holder will be required to attend any identified training courses to enable him/her to competently perform the duties of the post, including health and safety training.

Person Specification

City & Guilds 706, NVQ Level 2 certificate (or equivalent) in professional cookery.
A passion for food, creative flair with ingredients, and a high standard of culinary skills and food presentation.
At least 2 years’ experience cooking in a busy kitchen.
HAACP knowledge.
Awareness of allergens.
Strong leadership and motivating characteristics.
A democratic management style, which is transparently fair and which inspires trust and confidence.
Delegation skills that are effective and not autocratic.
Excellent organisational, communication, time management and planning skills, with a strong command of the English language.
A friendly disposition with a flexible attitude and approach to ensure that appropriate cover is provided in the kitchen at all times
An ability to stay calm when the pressure mounts.
A willingness to adopt a hands-on approach in a varied and demanding team environment to meet deadlines.
A positive attitude towards work, customer-focused and a friendly disposition.

Where you fit into the structure: