CHEF SHIFT LEADER: JOB DESCRIPTION

Job Title: Chef Shift Leader

Reports to: Senior Sous Chef

Responsible to: Executive Head Chef

Role: To assist the Senior Sous 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 Executive Head Chef and Senior Sous Chef within the overall function of the role. All employees are expected to work collaboratively to support the overall function of the Catering Department.

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.

This job description may be subject to change due to organisational need, and following consultation between the Executive Head Chef and the post holder.