



A PLACE TO BELONG

JOB PROFILE

Job title:	Head Chef/Assessor
Grade:	Band 6 - £29,390 to £33,602 per annum
Accountable to:	Faculty Area Manager, Catering & Hospitality, Travel, Tourism & Aviation
Responsible for:	N/A

General Duties and Responsibilities

- To contribute to the strategic direction and operational effectiveness of the College
- Ensure the responsibilities of the post are carried out in a way that reflects the standards, vision and values of the college
- Deliver on key performance indicators across the College, aiming to deliver continuous improvement
- Promote the College with employers, sector bodies, schools and the local community, developing effective partnerships with employers, the funding agencies and other representative bodies
- To proactively promote Safeguarding practice, EDI, Health and Safety and the well-being of all our students and staff
- To complete and remain up to date with Mandatory Training
- To participate in the College Professional Development and Review (PDR) Scheme

Specific duties and responsibilities

1. To be responsible for the day to day operations of the Real Working Environment ensuring high quality produce is prepared and served whilst undertaking the training and supervision of students at different levels of education, within the kitchen areas.
2. Work with the kitchen and restaurant teams to ensure the smooth operation of the kitchens towards the needs of the business.
3. Develop, plan and organise differentiated learning experiences for students according to their learning plans and needs, working with curriculum colleagues to ensure appropriate resources are planned and in place to support the development of skills and competencies.
4. To work collaboratively with other colleagues to ensure all students receive high quality training.
5. Responsible for ordering and monitoring the quality and quantity of food orders and communicating with suppliers against set budgets.

6. Monitor and manage the performance of the budget against targets to ensure commercial viability.
7. Manage and ensure compliance with all statutory obligations which affect the safe operation of a kitchen, including Health and Safety policies, the HACCP procedures and all food safety policies/requirements in line with legislation and the College's overall policies.

Supporting the learning environment:

8. Updating and adapting the kitchen areas to be a supportive learning environment, liaising with chef-lecturers in order to maximise learning and assessment opportunities.
9. Actively support the curriculum development to meet broad learner needs.
10. Participating in relevant cross-college staff development and training events, including CPD days/sessions.
11. Work in a flexible and pro-active manner to meet the changing requirements of education and training.
12. Assist with careers events, parent/guardian feedback, practical demonstrations and similar activities when required.

NOTE

This job profile provides an overview of the principle duties and responsibilities of the role. It is not intended to be exhaustive. It is anticipated that the content of jobs will change over time whilst remaining within the broad remit of the role.

This job profile does not form part of your contract of employment.

PERSON SPECIFICATION

Role		E/ D	A	I	T
Qualifications					
1	Hold a minimum Level 2 qualification in Maths and English or equivalent.	E	X		X
2	Hold a minimum of Level 2 Catering Qualification (NVQ or VRQ) and & Level 2 Food Hygiene.	E	X		
3	Hold or willing to work towards a Level 3 Assessing Competence in the Work Environment Award and/or L4 Award in the Internal Quality Assurance of the Assessment Process (or equivalents)	D	X		
4	Level 3 Catering qualification (NVQ.VRQ/BTEC)	D	X		
Experience and Skills					
5	Have considerable and recent experience in a similar role within a quality restaurant, hotel or catering and hospitality.	E	X	X	
6	Have the organisational experience and skills necessary for the role.	E	X	X	
7	Have an understanding of NVQ and VRQ Programmes of Study.	D	X	X	

8	Experience of working in an environment with young adults and have experience of training to a high level.	E	X	X	
9	Have experience of supervising a successful team and be committed to a team-based approach.	D	X	X	
10	Have proven, effective communication skills at different levels when required and able to work as part of a team.	E	X	X	
Personal Attributes					
11	Be able to demonstrate appropriate levels of numeracy and literacy, including understanding of budgetary control.	E	X	X	
12	Demonstrate a sound working knowledge of Health & Safety and Food Hygiene regulations/controls including COSHH, HACCP and other EHO requirements.	E	X	X	
13	Be able to effectively communicate and negotiate with nominated suppliers in relation to price, quality, delivery, etc.	E	X	X	
14	To take responsibility for stock taking, controlling stock and ordering supplies through central purchasing systems.	E	X	X	
15	Ability to compile menus and manage food production presentation to reflect the standards and quality of the commercial restaurant, bearing skills sets in mind.	E	X	X	
16	Demonstrate a knowledge and understanding of Safeguarding / Child Protection issues relevant to the post.	E		X	
17	Be flexible and contribute to the professional and efficient running of the kitchens, commercial areas and curriculum.	E		X	

KEY:

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview
T	Assessed by Test