



University of Brighton

JOB DESCRIPTION

Job title: Food on Campus Chef

Post number:

Reports to: Food On Campus Executive Chef (Food on Campus Duty Manager for day to day operation)

Department/School: Student Operations and Support

Location: Brighton/Eastbourne

Grade: 3

Purpose of the role

To be responsible for delivering a high-quality food service for a diverse group of customers including students, staff, conference and event guests. The role holder will supervise the service delivery along with the kitchen operational staff and be responsible for maintaining stock levels.

Line management responsibility for: No direct line management, but day to day supervisory responsibility for the Food on Campus Assistant and Casual roles.

Main areas of responsibility:

- To carry out and supervise the food production for all services within the area of operation ensuring that customer demand is met at all times and delivered to a consistently high standard and the predetermined levels of customer service are met.
- To oversee and supervise the routine maintenance of stock levels, audits and storage using appropriate online ordering systems and in adherence with relevant guidelines.
- To supervise the day-to-day activities of the kitchen production staff ensuring their duties are carried out in line with current food hygiene legislation. Confident to plan and organise tasks for the days ahead.
- To be competent in the operation of typical hospitality equipment and have basic IT skills.
- The ability to resolve a range of operational issues or escalate to the Executive Chef or Duty Manager as appropriate.
- To maintain a predetermined standard of hygiene and cleanliness within the food service area including the cleaning of all kitchen equipment, food preparation and storage areas, ensuring the outlet has a constant supply of clean equipment and crockery at all times.

- To follow the Food Safety and Health and Safety policies in relation to working practices and escalate any concerns to the Executive Chef or Duty Manager as appropriate.

General responsibilities

These are standard to all University of Brighton job descriptions.

- To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
- To adhere to the University's Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
- To work in accordance with the Data Protection Act 2018 and UK GDPR.

PERSON SPECIFICATION

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A)**, at interview **(I)** and in some instances through an exercise **(E)**.

Essential criteria		A, I, E
Knowledge, skills, and abilities	• The ability to prepare and cook high quality food to suit a range of customer needs, including for occasional conference and bespoke events	A, I, E
	• A good understanding of processes, systems and legislation related to large scale food production/ service and food safety including allergy requirements	A, I
	• An understanding and awareness of customer care, with the ability to answer basic queries on the service offered.	A, I
	• Ability to use own initiative with the ability to plan the work schedule to complete tasks in a timely manner	A, I, E
	• Ability to communicate clearly and respond to colleagues and service users in a professional manner.	I
	• Ability to adapt and respond to a change in duties, location of shift as required.	I
	• Awareness of Equality, Data Protection, Health and Safety, and Food Hygiene guidelines.	I
Qualifications	• A catering qualification or significant experience working in a similar hospitality environment.	A, I
	• Level 3 Food safety qualification or willingness to work towards certification	A, I
Experience	• A proven chef-based track record of working in a similarly busy service environment including cooked to order services for diverse customer groups	A, I
	• Previous supervisory experience within a diverse team with the ability to identify when to support colleagues	A, I
Managing people	• Demonstrable experience of successfully supervising the work of other team members	A, I
Physical demands and/or other requirements	• This is a physical role which will require lifting and moving of goods and equipment and standing for long periods of time	I
	• The role may require travel to other University sites	I

ADDITIONAL INFORMATION

- Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
- The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the 'Balancing Working Life' section on our website here: [Benefits and facilities](#).
- Annual leave entitlements are shown in the table below and increase after 5 years' service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

	Annual entitlement per grade	Grades	After 5 years' service
1-3	23 days	1-3	28 days
4-7	25 days	4-7	30 days
8-9	27 days	8-9	30 days
Band 10 and above	30 days	Band 10 and above	30 days

- More information about the department/school can be found here [Professional Services Departments](#) or here [Academic Departments](#).
- Read the University's strategy here [University strategy 2019–2025 \(brighton.ac.uk\)](#)
- The University has an attractive range of benefits, and you can find more information about them on our [website](#).

Date: August 2021