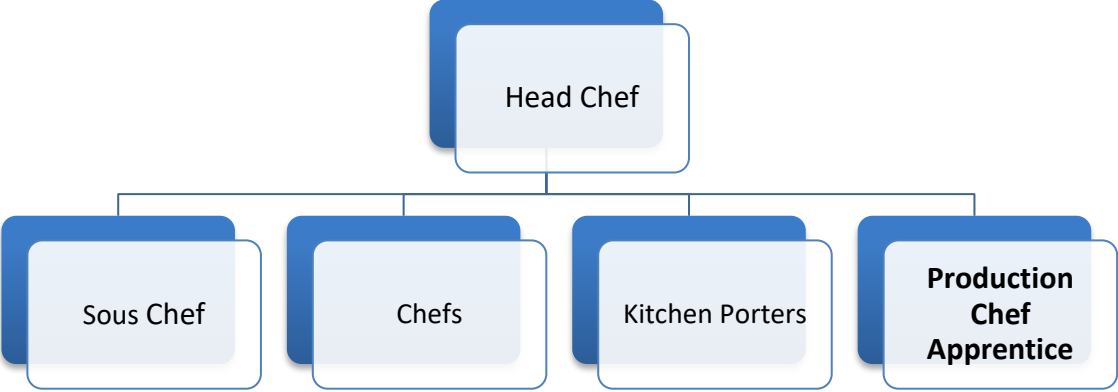


Job Description

Job Title: Production Chef Apprentice	Post holder:
<p>Reporting To: Head Chef</p>  <pre> graph TD HC[Head Chef] --- SC[Sous Chef] HC --- C[Chefs] HC --- KP[Kitchen Porters] HC --- PCA[Production Chef Apprentice] </pre>	
<p>Main Purpose of Role/Overview:</p> <p>The Production Chef Apprentice will assist in with the daily operation of the kitchen whilst ensuring that the College’s reputation for excellent food quality is upheld. The post-holder is also required to undertake a relevant apprenticeship programme whilst in the role.</p>	
<p>Main Responsibilities & Duties:</p> <ol style="list-style-type: none"> 1. Assist in preparing, cooking and serving food, ensuring the timely provision of high quality and optimum quantities of food. 2. Ensure that the preparation, cooking and presentation of food meets the highest standards. 3. Ensure that all food has been presented and garnished in line with the menu. 4. Ensure adherence to the organisation’s Food Safety and Health & Safety policies at all times. 	<p>Standards of Performance/ Results:</p> <ol style="list-style-type: none"> 1. Under guidance from other team members to ensure that areas of preparation and work are allocated for the day. 2. Working to agreed schedules to ensure standards are achieved and that consumers are always keen to use our catering facilities 3. Review menus daily and ensure all ingredients are accessible 4. Regularly review standards and monitor working practices to ensure adherence. Ensure all hygiene schedules are completed, copies signed and filed in line with requirements



<ol style="list-style-type: none"> 5. Maintain the College’s standard of personal hygiene so that there is no risk of contamination of food and all allergen requirements are followed. 6. Assist with taking delivery and safe storage of deliveries along with kitchen porters 7. Ensure that high standards of customer service are maintained at all times. 8. Make sure that everything is locked up and unnecessary electrics are turned off on leaving (hotplates, lights etc). 9. Ensure stock, deliveries and wastage are all checked and recorded in line with company and food standards 10. Have a flexible approach to working hours when possible to ensure college business is not compromised <p><i>The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.</i></p>	<ol style="list-style-type: none"> 5. Observe rules and ensure personal hygiene rules followed and ensuring food labelled with allergen information as appropriate. 6. Using stock rotation and quality control checks. 7. Give customers a prompt and efficient service and ensure that expectations are consistently exceeded 8. Ensuring safety for the kitchens and team members 9. In accordance with procedures 10. Cover any sudden need e.g. sickness or holidays to maintain catering service
<p>Scope/size of role (budgets, people, etc):</p>	
<p>Significant internal/external relationships: Catering and Hospitality Teams, staff, Fellows, students, conference users</p>	



Person Specification
Production Chef Apprentice

	Essential	Desirable
Qualifications, experience and background	<ul style="list-style-type: none">• GCSE Level 1 (or equivalent) education or above and willing to work towards Level 2• Experience of working with customers• High level of accuracy and attention to detail• A genuine interest in food service and people	<ul style="list-style-type: none">• Health and safety knowledge• Previous experience working in a kitchen, bar or restaurant• GCSE Level 2 (or equivalent) education
Specific knowledge/skills (technical)	<ul style="list-style-type: none">• Ability to follow instructions and learn from others• An ability work efficiently under pressure	
Personal attributes	<ul style="list-style-type: none">• Organised and efficient• Enthusiastic• Friendly and outgoing willing to learn• Ability to prioritise workload and work to deadlines• Able to communicate clearly with others• Demonstrate a strong customer focussed approach to all• Willing to act on own initiative and on behalf of the Manager• Self-motivated and able to work alone without direction• Able to listen to instructions, learn new skills and tasks by shadowing staff members	
Team and management skills	<ul style="list-style-type: none">• Ability to work successfully in a small team• To have a flexible approach, where possible, in moving set work shifts and hours to busier days when required to do• Committed to contributing towards the College community	
Other	<ul style="list-style-type: none">• Willingness to adopt a flexible and collaborative approach to tasks	