

# Job Description & Person Specification

Professional Services and Senior Manager (excluding VCE) roles

## JOB DESCRIPTION

<b>Job title</b>	Executive Chef
<b>School/Department</b>	Campus Services
<b>Location</b>	Paisley with travel to other UWS campuses as required
<b>Reporting to</b>	Operations Manager (Catering & Hospitality)
<b>UWS grade</b>	4
<b>FTE</b>	Permanent

### Job summary

Responsible for leading the Paisley kitchen team ensuring the purchasing of products, food preparation and production, menu planning, overall kitchen operations are managed effectively and in line with operational requirements.

### People & finance responsibilities

<b>People</b>	<ul style="list-style-type: none"> <li>Provide management to the kitchen Team (approx. 5 team members)</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>The post holder will be responsible for ensuring that GP targets are achieved as outlined by the Operations Manager</li> <li>Work closely with the Operations Manager to ensure costs are managed effectively and income is maximised</li> </ul>

### Key responsibilities

- Allocate and prioritise the workload of the kitchen team to ensure operational and business needs are achieved.
- Lead on the planning and design of menus and create innovative choices for customers across retail, hospitality and events. Ensuring that the rotation and cycle meets the needs of the business as directed by the Operations Manager
- Lead the Catering Team and work closely with colleagues from within Campus Services to ensure the successful delivery of events and hospitality.
- Manage the preparation, cooking and presentation of food ensuring a high level of consistency and quality in the offering.
- Ensure statutory compliance across Food Safety, Allergens and Health and Safety by managing the food hygiene and allergen system, HACCP, health & safety procedures and cleaning schedules, accurately recording all information.
- Ensure orders are placed, processed and verified on receipt.

- Prepare purchase orders for consumable and non-consumable stock where applicable. • Work with Saffron stock management system to support ordering process & stock controls. • Undertake stocktaking at month end as directed by the Operations Manager.
- Carry out essential training for the kitchen team through a structured programme which develops team member's knowledge and practical skills.
- Ensure all staff within your area provide an outstanding customer experience.
- Assist with the recruitment of staff within in the department.
- Undertake any other duties which may be reasonably associated with the post in keeping with the role and development opportunities

## Job scope

<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• Organise and prioritise the work schedule for the kitchen team on a daily basis taking into account resource levels and operational requirements</li> <li>• The post holder will be required to work autonomously</li> <li>• The post holder should be prepared to work out with normal hours covering special events and service requirements across all campuses</li> <li>• There may be a restriction on holidays at certain times of the year</li> </ul>
<b>Decision making</b>	<ul style="list-style-type: none"> <li>• The post holder is required to make essential decisions on all aspects of Food Safety, Kitchen Management, Health and Safety, Purchasing and Staffing</li> <li>• When decisions are deemed to have an impact on the wider operation of the catering department the Operations Manager should be advised and guidance sought</li> </ul>
<b>Framework and boundaries</b>	<ul style="list-style-type: none"> <li>• Undertake essential training each year to refresh your understanding and ensure an effective training programme is in place for the kitchen team covering key areas such as Food Safety, Allergens, Health and Safety, Product Knowledge and other internal operational procedures</li> <li>• Ensure the University is adhering to regulatory requirements within Food Safety and Health and Safety by implementing and managing effective procedures within the Kitchen meeting the requirements of key legislative frameworks</li> </ul>
<b>Working relationships</b>	<ul style="list-style-type: none"> <li>• Manage the kitchen team and demonstrate a positive, enthusiastic, committed and flexible attitude ensuring they recognise the importance and benefits of effective team work</li> <li>• Work with colleagues within the Campus Services team to ensure excellence throughout the catering and events service</li> <li>• Work closely with the Hospitality Manager to ensure that events and hospitality services are managed and delivered effectively</li> <li>• Work closely with the Catering Manager to ensure that point of sale, product rotation, up selling and effective management of all retail items is managed effectively</li> <li>• Communicate effectively with the catering team ensuring that managers, supervisors and FSA's understand the menus and are knowledge about products External</li> </ul>

	<ul style="list-style-type: none"> <li>• Create positive relationships with suppliers and contractors and drive best value at all times</li> </ul>
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# PERSON SPECIFICATION

## Qualifications

			Evidence A = Application I = Interview
Essential	QE1 QE2	<ul style="list-style-type: none"> <li>• Intermediate Food Hygiene certificate (Willing to work towards Advanced certificate and achieve within a reasonable timescale.)</li> <li>• Full Driving License</li> </ul>	
Desirable	QD1 QD2		

## Experience

			Evidence A = Application I = Interview
Essential	EE1 EE2	<ul style="list-style-type: none"> <li>• Experience of working as a Head Chef in a busy commercial kitchen environment</li> <li>• Banqueting, functions and events experience</li> <li>• Previous management experience with the ability to lead and motivate a team</li> </ul>	
Desirable	ED1 ED2		

## Skills

			Evidence A = Application I = Interview
Essential	SE1 SE2	<ul style="list-style-type: none"> <li>• Demonstrate strong interpersonal, communication and people management skills</li> <li>• Excellent food presentation skills with attention to the smallest detail</li> <li>• Ability to organise and lead a team of professional kitchen staff</li> <li>• Ability to perform a number of tasks simultaneously, handling disruptions in normal service and last minute requests</li> <li>• Ability to oversee multiple outlets/functions simultaneously</li> <li>• Ability to prioritise the workloads of the team to ensure operational requirements are met</li> <li>• Ability to mentor and motivate the team to deliver a consistently high quality of service</li> <li>• I.T. literate and confident</li> <li>• Ability to remain calm under pressure in a busy environment</li> </ul>	

<b>Desirable</b>	<b>SD1</b> <b>SD2</b>		
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## Knowledge

			<b>Evidence</b> A = Application I = Interview
<b>Essential</b>	<b>KE1</b> <b>KE2</b>	<ul style="list-style-type: none"> <li>Have thorough knowledge of catering codes of practice, legislative frameworks and the ability to implement standard procedures to ensure the University is adhering to regulatory requirements</li> </ul>	
<b>Desirable</b>	<b>KD1</b> <b>KD2</b>		

## Behaviours

			<b>Evidence</b> A = Application I = Interview
<b>Essential</b>	<b>BE1</b> <b>BE2</b>	<ul style="list-style-type: none"> <li>Willingness to be flexible and adapt to changing priorities</li> <li>Friendly and approachable with a passion for creating and delivering an excellent student experience</li> </ul>	
<b>Desirable</b>	<b>BD1</b> <b>BD2</b>		

<b>Created/Updated (mm/yy):</b>	<b>04/02/25</b>
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