



## Job Description

|   |   |
|---|---|
| <b>Organisation:</b>  | Luminate Education Group                |
| <b>Primary Organisation Supported</b><br><i>(only use this field for LEG service member of staff)</i> | Leeds City College                      |
| <b>Core Job Role:</b>   | Chef Manager                            |
| <b>Job Title:</b>   | Chef Manager                            |
| <b>Reports to:</b>  | Deputy Head of Food & Catering Services |
| <b>Grade</b>  | B                                       |
| <b>Date of compilation:</b>   | November 2023                           |

### ROLE SUMMARY:

To provide an outstanding food service provision for our students and staff.

To manage a student Cafe at Somerville House Campus which is part of the Luminate Education Group, providing quality nutritious meals through the management of a small team of staff.

This hands-on role will be responsible for providing an outstanding service for our students and staff, delivering excellent customer service, adhering to food safety and health and safety as well as controlling costs and generating a profit, using a full EPOS system.

### SPECIFIC ROLE RESPONSIBILITIES:

1. To effectively manage the Cafe delivering an excellent high-quality service.
2. To cook and prepare all meals and snacks for the Café, ensuring menus are innovative and nutritious, current and meets the needs of our customers.
3. To control the budget for the purchasing and ordering of food, achieving GP margins and control other costs associated with in the business.
4. Motivate and train the team of Food service assistants to ensure they provide a high-quality service for our customers & students.
5. To accurately account for the receiving, recording and storing of monies.
6. To accurately record purchasing invoices and manage stock to achieve the budgeted GP.
7. Responsible for the catering team and manage any staffing issues effectively.

8. To ensure all due diligence, HACCP and allergen legislation is adhered too at all times.
9. To maintain the highest levels of cleanliness and hygiene in all areas of the department.
10. To regularly gain feedback from customers to develop and enhance service provision.
11. Be prepared to work within any of the Colleges outlets.
12. Any other duties commensurate with the level of the post, which may be required from time to time.
13. Responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.

#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

##### **Few rules & clear boundaries**

*The ability to be creative, within areas of focus.*

##### **Ownership & performance**

*Using our robust business planning model to allow areas to have clear ownership over their vision and remit.*

##### **Energy & enjoyment**

*Fostering an environment that enables our people and learners to be brave, interact and have fun.*

##### **Creative & reflective**

*Always hungry to learn and looking ahead to see what is on the horizon.*

##### **Passion & ambition**

*Encouraging all to think aspirationally, inspiring others to do the same.*

##### **Collaborative & responsive**

*Proactively seeking opportunities to create synergies and positive outcomes for all.*

## Person Specification

|                   |                   |
|-------------------|-------------------|
| <b>Job Title:</b> | Chef Manager      |
| <b>Department</b> | Retail Operations |

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

| Qualifications and Attainments |   |                      |
|--------------------------------|---|----------------------|
| Essential (E)<br>Desirable (D) | Criteria  | Method of assessment |
| D                              | Q1. English and Mathematics at level 2 or above   | A / C                |
| D                              | Q2. Relevant technical professional level 2 qualification   | A / C                |
| E                              | Q3. Basic Food Hygiene certificate  | A / C                |
| D                              | Q4. Specialist qualifications that may support application  | A / C                |
| Experience and Knowledge       |   |                      |
| Essential (E)<br>Desirable (D) | Criteria  | Method of assessment |
| E                              | EK1. Relevant up to date knowledge of catering and hospitality  | I                    |
| E                              | EK2. Relevant experience, knowledge and understanding of cooking in the catering, hospitality and food manufacture sector | A / I                |

|  |   |                             |
|--|---|-----------------------------|
| D                                      | EK3. Experience of working positively with young people and adults  | I                           |
| D                                      | EK4. Experience of operating a refectory / canteen facility   | A / I                       |
| E                                      | EK5. Experience of producing a range of product to a high standard within a short period of time.   | I                           |
| E                                      | EK6. Experience of training and development of a catering team  | A / I                       |
| E                                      | EK7. Experience in managing food costs and understanding GP margins   | A / I                       |
| E                                      | EK8. Ability to follow Food Hygiene systems and monitor due diligence records   | A / I                       |
| <b>Skills and Competencies</b>         |   |                             |
| <b>Essential (E)<br/>Desirable (D)</b> | <b>Criteria</b>   | <b>Method of assessment</b> |
| E                                      | <b>SC1. Professional and Technical Knowledge</b><br>Has full command and use of relevant professional / technical knowledge and job-related knowledge and skills. | I                           |
| E                                      | <b>SC2. Interpersonal and Communication skills.</b><br>Relates effectively to others, both one to one and in teams, able to manage a team                         | I                           |
| E                                      | <b>SC3. Customer service skills</b><br>Able to effectively and positively deal with customers and increase sales through effective retailing.                     | I                           |
| E                                      | <b>SC4. Critical Thinking</b><br>Ability to make sense of complex issues, identify and solve problems and to think on one's feet.                                 | I                           |
| E                                      | <b>SC5. Self-management and learning</b><br>Ability to maintain appropriately directed energy and stamina, to exercise self-control and to learn new behaviours   | I                           |
| E                                      | <b>SC6. Enduring Resilience</b>   | I                           |

|  |  |                             |
|--|--|-----------------------------|
|  | Continually exuding optimism and a 'can do' attitude   |                             |
| <b>Behavioural, Values and Ethos</b>   |  |                             |
| <b>Essential (E)<br/>Desirable (D)</b> | <b>Criteria</b>  | <b>Method of assessment</b> |
| E                                      | B1. Support and promotion of equality, diversity and inclusion                                   | A/I                         |
| E                                      | B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in | I                           |
| E                                      | B3. Commitment to the PREVENT agenda   | I                           |
| E                                      | B4. Commitment to professional standards   | I                           |
| E                                      | B5. Commitment to restorative practice approaches  | I                           |