



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Development Chef				
DEPARTMENT	Campus Services-Catering				
LOCATION	Brayford Campus				
JOB NUMBER	EF5171	GRADE	6	DATE	May 2018
REPORTS TO	Catering Manager				

CONTEXT

The University of Lincoln delivers catering in house and provides a range of high quality services to circa 15,000 students and staff. The Catering Team is looking to develop and enhance its offer in line with its Strategy for unique, local and sustainable services. The team operates 10 units across the campus as well as providing a quality hospitality service for internal and external meetings and events.

JOB PURPOSE

This is a key role to shape and develop the food offer across all our outlets and hospitality. This is a great opportunity to really impact our food offer in terms of quality and provenance. The post holder will oversee the development and provision of all homemade food in university catering units and hospitality.

This role requires someone who is passionate about food and service and will help the team develop the catering offer. They will be involved in all aspects of the catering service with a clear responsibility for improving the food offer to meet our customer's needs. They will engage with staff and students to understand their needs, showcase our offer through theatre cooking and provide guidance to students on healthy menu's for a student budget.

KEY RESPONSIBILITIES

Operational
<ul style="list-style-type: none"> • To manage homemade food production and delivery across all university catering outlets to ensure they meet the agreed standards. • Develop and implement systems that ensure food quality is continually monitored and improved across all areas. • Work closely with student and staff groups to develop and deliver new menus and products that reflect their changing needs. • Develop relationships with external suppliers and companies to deliver products and brands that will enhance the student experience. • Establish standards of production for all new home made goods. • Work collaboratively with other departments in Campus Services to develop ideas that support improvements to the student experience. • Implement operational contingency plans as required, allocate ad hoc responsibilities and manage direct line reports performance. • Lead by example when working and supporting the team in the kitchens as needed to support business needs.
Trend analysis
<ul style="list-style-type: none"> • Advise Catering Manager and colleagues on emerging food and service trends on the high street, food service and overseas. Devise methods to evaluate and implement those felt to be beneficial to our customers. • Build relationships with similar roles within TUCO and share best practice.
Legislative
<ul style="list-style-type: none"> • To take responsibility for the leadership of Food safety standards, and the on-going management and implementation of the university Food safety system. • Be Health & Safety lead in the department ensuring audits, inspections are completed. • Ensure department meets current legislative needs for Food and Health & Safety. • Ensure all homemade foods have the correct allergen labelling and staff are aware. • Coordinate the maintenance of the allergen files for home made products in units.
Training
<ul style="list-style-type: none"> • Motivate, lead and manage direct line reports and others where required to expand their knowledge and skill to enable them to deliver menus and services.

- Train all staff when new products or menus are introduced to raise standards.
- Provide guidance, coaching and support to enable development of skills and knowledge.
- Carry out appraisals and PDR for direct reports.

Hospitality

- Liaise with Hospitality Manager and customers for feedback to enable regular updates to hospitality menus to reflect trends and seasonality.
- Coordinate production across campus kitchens for operational efficiency.
- Oversee the kitchen for large or VIP dinners and events as needed.
- Liaise with internal and external stakeholders and customers to enhance the standard and content of hospitality and conference menus.
- Plan innovative menus for graduation and VIP dinners using Riseholme or Lincolnshire produce and reflecting seasonality.

Financial

- Support with Catering Manager on relevant procurement projects to gain best value for the university and our customers.
- Monitor food costs and modify recipes, procurement costings as needed.
- Monitor and control food waste in all units and develop strategies to reduce further.

Development

- Develop new handheld snack and sandwich/roll concepts for units reflecting latest and projected trends.
- Create innovative daily menus and specials for service in the Minerva building.
- Introduce a healthy campus theme to menus that will increase uptake of fruit and veg and salad by customers.
- Expand the use of theme days and develop ways to extend themes to other units.
- Review the range of homemade cakes made and coordinate their enhancement.
- Work with Merchandise Manager on packaging and labelling so home made goods are consistently packaged and reflect catering brand standards.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

The Catering team currently has a turnover of circa £1.4M with plans to increase this through student growth and an improved catering offer. The role will oversee a team of 4 with one direct report. The post is likely to be 40% kitchen based and will ultimately operate 5 days over 7 as our operations grow.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none">• Catering Management team• Senior university Management• Staff• Students• Catering colleagues	<ul style="list-style-type: none">• General Public• Potential students & families• Current students families• Contractors• Suppliers, sales and delivery teams• Conference delegates



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UNIVERSITY OF LINCOLN PERSON SPECIFICATION

JOB TITLE	Development Chef	JOB NUMBER	
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Good level of education	E	A
NVQ level 3 or above Professional Cookery or equivalent qualification	E	A
Intermediate Food Hygiene	E	A
Advanced Food Hygiene	D	A
Regular updating of CPD	E	A/I
Experience:		
Substantial quality food preparation and development in a senior position in a high volume catering establishment	E	A/I/R
Kitchen leadership over 2 kitchens	D	A/I
Menu & product design, development and costing	E	A/I
Introduction of new menus and concepts to multiple locations	E	A/I
Delivering operational efficiency through improved work practices	E	A//I
Skills and Knowledge:		
Solid organisational skills	E	A/I
Great team worker and communicator at all levels	E	A/I/R
Excellent and innovative culinary skills	E	A/I
Clear understanding of budgets, purchasing, cost control and margins	E	A/I
Numerate and PC literate office, word and excel	E	A/I
Solid working knowledge of H&S, Food Safety issues and understanding of relevant legislation	E	A/I
Knowledge and understanding of food & Health initiatives available to sector		A/I
Competencies and Personal Attributes:		
Cool and calm especially under pressure with a can do approach	E	A/I
Ability to meet competing and complex deadlines	E	A/I
Passion for food innovation, development, implementation and service.	E	A/I
Able to motivate and develop staff in an inspirational way	E	A/I
Highly organised forward thinker and planner	E	A/I
Team player but able to work independently	E	A/I

Business Requirements:		
Able to working 5 days over 7 when required	E	A/I
Flexible approach to working hours	E	A/I
Able to cover evening events and dinners when required	E	A/I
Driving Licence to enable dept van to be used	D	A

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	CW	HRBP	JE
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