

## UNIVERSITY OF LINCOLN JOB DESCRIPTION

<b>JOB TITLE</b>	FoodLinc Chef			
<b>DEPARTMENT</b>	Campus Services - Catering			
<b>LOCATION</b>	Brayford Campus			
<b>JOB NUMBER</b>	EF5334	<b>GRADE</b>	3	<b>DATE</b> January 2022
<b>REPORTS TO</b>	Head Chef			

### CONTEXT

The University of Lincoln provides a range of high-quality catering services to 15,000 students and staff through its in-house catering brand FoodLinc. The catering team always looks to enhance the offer in line with its strategy of providing homemade, nutritious food that offers value for money to our students. FoodLinc operate branded outlets on campus and deliver high-quality hospitality services to staff, conference delegates and corporate clients on and off site.

### JOB PURPOSE

Chefs work as a dedicated team to produce high quality meals and buffets for students, staff and delegates. This role will predominantly lead on conference and event catering under the direction of the Head Chef.

Postholder will work 5 days over 7 on shifts as required by the needs of the business, notionally from 5.30am to 1.00pm or 1.30pm to 9.00pm or such variation that suits the business. Split shifts only worked if essential.

## KEY RESPONSIBILITIES

### Operational (food service, quality control, customer service)

- Working as part of a team, under the direction of the Head Chef, prepare required menus for service following appropriate production schedules, standard recipes, and portioning guides.
- Prepare hospitality bookings as required noting any particular service details, special menu, dietary or allergen requirements and ensure correct presentation. Assisting with delivery and service where required.
- Utilise batch cooking where required to maintain the quality and quantity of items available for customers.
- Prepare and stock counters for service ensuring that appropriate garnishes, accompaniments and service utensils are available.
- Undertake cleaning duties as required throughout the shift.
- Receive, check, and put away deliveries, ensuring stock rotation takes place and shortages or breakages are documented and advised to Head Chef.
- Ensure that the highest standards of customer care and service are used when working in any front of house area. Be welcoming and helpful.
- Make sure communication lines are open between kitchen staff and front of house staff throughout the working day. Ensuring staff working on front of house have suitable menu knowledge, i.e. ingredients, allergens, local or homemade produce that will help them to engage with customers.
- Be sensitive to customers extra requirements, which could include dietary, cultural or religious needs, and ensure all relevant information is available for customers and staff alike.

### Team working and Communication

- Fulfil an expectation to support the Universities open days, conferences and event programme, anticipated that at least 4 open days will be worked.
- To support colleagues clearly communicate any issues in your section that will impact others, e.g. late delivery, delayed production, short production, changed dish etc.
- Assist colleagues where possible in completion of tasks if time is available in your production schedule.
- Assist operationally in any unit as required to support the business and promote Campus Services values to staff and customers and ensure staff maintain them.
- Maintain clear and concise handover communications with the Head Chef to ensure duties and responsibilities to be completed during, either lone working or team working are clearly understood and adhered to.

<b>Legislative, Health &amp; Safety and Food Hygiene</b>
<p>Possess an understanding of allergen and food safety legislation.</p> <p>Complete all relevant paperwork relating to kitchen practices in the unit you are working.</p> <p>Report all accidents or mishaps as soon as practicably possible to line manager.</p> <p>Ensure a high standard of personal cleanliness and hygiene is maintained to comply with policy.</p> <p>Ensure working practices follow current Departmental and University policy for Food Safety and Health &amp; Safety.</p>
<b>Training</b>
<p>Attend appropriate training courses which develop skills and knowledge in support of your role. These may arise from the APR process, Catering Management or University programs.</p> <p>In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.</p>

**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

FoodLinc plans to increase income by growing external and conference catering income. As the university develops the next part of its long-term strategy the role will change accordingly to meet the evolving needs. The role will be central to delivering hospitality, event and evening catering services as required.

### Key working relationships/networks

Internal	External
<ul style="list-style-type: none"><li>• Catering and Campus Services management team</li><li>• Senior university management</li><li>• Staff</li><li>• Students</li><li>• Catering colleagues</li></ul>	<ul style="list-style-type: none"><li>• General public</li><li>• Potential students and families</li><li>• Current students and families</li><li>• Conference delegates</li><li>• External corporate clients</li><li>• Contractors</li><li>• Delivery drivers</li></ul>



UNIVERSITY OF  
LINCOLN

## UNIVERSITY OF LINCOLN PERSON SPECIFICATION

<b>JOB TITLE</b>	FoodLinc Chef	<b>JOB NUMBER</b>	EF5334
------------------	---------------	-------------------	--------

<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
Good Level of education	<b>E</b>	<b>A</b>
NVQ level 2 or above Professional Cookery or equivalent	<b>E</b>	<b>A/I</b>
Level 2 Intermediate Food Hygiene	<b>E</b>	<b>A/I</b>
Level 3 Advanced Food Hygiene	<b>D</b>	<b>A/I</b>
<b>Experience:</b>		
Recent experience working in a busy commercial kitchen	<b>E</b>	<b>A/I</b>
Experience preparing menus for weddings, conferences and fine dining.	<b>E</b>	<b>A/I</b>
<b>Skills and Knowledge:</b>		
Personal and organisation skills	<b>E</b>	<b>A/I</b>
Basic ICT skills	<b>E</b>	<b>A/I</b>
Team worker and communicator	<b>E</b>	<b>A/I</b>
Good culinary skills and knowledge	<b>E</b>	<b>A/I</b>
Knowledge of stock control procedures	<b>E</b>	<b>A/I</b>
Knowledge of HACCP and COSH	<b>D</b>	<b>A/I</b>
Health and safety and Food Hygiene legislation	<b>E</b>	<b>A/I</b>
<b>Competencies and Personal Attributes:</b>		
Ability to cope in a busy environment remaining calm and focused	<b>E</b>	<b>A/I</b>
Good level of communication both written and orally	<b>E</b>	<b>A/I</b>
<b>Business Requirements:</b>		
Ability to work flexibly 5 over 7 on early or late shifts as required by the needs of the business	<b>E</b>	<b>A/I</b>
Driving licence to drive catering van	<b>E</b>	<b>A/I</b>
Ability to use own transport to travel between campuses	<b>E</b>	<b>A/I</b>

**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.

<b>Author</b>	Chris Whaley	<b>HRBP</b>	JE
---------------	--------------	-------------	----