

Person Specification/Job Description

Assessment of role for Disclosure and Barring Service (DBS) checks:

Regulated Activity Specified Place Opportunity for contact with children

DBS checks required:

Enhanced DBS check

Barred list – Children

Barred list – Adult

Closing date for receipt of applications: Thursday 12 December 2024 at 12 noon

McIntyre Centre

Chef Trainer

37 hours per week permanent position

Post No.: RS24/25/152

Salary: Fixed Point 29 (£30,700.29 per annum)

Responsible to: Hospitality Coordinator

Supervisory responsibility: Sous Chef, Front of House Assistant, Trainees

Responsible for: Delivering a high-quality food and beverage service, whilst supporting and training students in the hospitality and catering sector

Objective of the job: Create a vibrant hospitality and catering training venue in the McIntyre Centre which is financially self-sustaining and leads to students moving into employment

Candidates for the post of **Chef Trainer**, must possess the following qualities:

	Essential	Desirable	Where identified
Qualifications	Level 3 Diploma in Professional Cookery Level 2 Food Safety Certificate in Education (or willing to work towards within 2 years) Assessor qualifications (Assessor qualification to be achieved within 6 months) Safeguarding Level 1 (to be achieved within 6 weeks) Level 2 in Literacy (or willing to work towards within 2 years) Level 2 in Numeracy (or willing to work towards within 2 years)	Level 4 Diploma in Professional Culinary Arts Level 3 Food Safety First Aid qualification IT qualification Level 2 Equality & Diversity	Application Form Certificates
Experience	Minimum 2 years' experience of working in a kitchen environment	Experience of mentoring	Application Form References Interview

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	Essential	Desirable	Where identified
	<p>Experience of managing a culinary team</p> <p>Creativity and exceptional culinary skills to create high quality dishes for the McIntyre restaurant's menu</p> <p>Understanding of food safety practices</p> <p>Proven ability to run a profitable kitchen</p> <p>Proven ability to manage a budget</p> <p>Business acumen to make sound decisions regarding menu prices and kitchen processes</p>		
Knowledge and skills	<p>Excellent organisational skills to ensure the smooth running of a kitchen</p> <p>In-depth knowledge of all the sections of a kitchen to efficiently manage operations</p> <p>Strong leadership skills to effectively manage and motivate a kitchen team</p> <p>Ability to work constructively with young people and adults</p> <p>Computer literacy, including a working knowledge of relevant software programmes, such as point-of-sale and Microsoft Office</p>		Interview References
Personal qualities, attitude and behaviours	<p>Ability to work well under pressure in a fast-paced environment</p> <p>Ability to multi-task with attention to detail</p> <p>Strong communication skills and ability to work effectively in a team</p> <p>Ability to train others in a real working environment</p>		Interview

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	Essential	Desirable	Where identified
	<p>Hardworking, reliable and flexible with an enthusiastic approach to the role and duties required</p> <p>Flexibility to work evenings, weekends and holidays as needed</p>		

Section A • Primary Responsibilities

1. College Strategy

All members of staff have an important role to play in achieving the vision, mission and values stated in the College's Strategic Plan.

Bishop Auckland College's mission: ***Creating positive change through education and learning.***

2. Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers, and clients have their needs and expectations identified and fulfilled.

3. Staff Development

All members of staff will participate in the College's Staff Development Programme, we aim to maximise staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College

4. Client Focus

All members of staff are expected to manage and develop their role and responsibilities to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

5. Overall Responsiveness

Working flexibly, efficiently and in full cooperation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

6. Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College's Health and Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

7. Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost-effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

8. Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

- a) Prepare, cook and present food which meets customer expectations
- b) Ensure food preparation meets food safety and quality standards
- c) Ensure relevant health and safety standards are maintained within the kitchen
- d) Oversee the day-to-day running of the kitchen and lead, motivate and develop the team
- e) Communicate clearly with the kitchen team to ensure timely and efficient food production, providing high quality meals to customers on time
- f) Train students / apprentices from the hospitality and catering sector
- g) Ensure that kitchen staff adhere to quality, hygiene and cleanliness standards
- h) Stay up-to-date with culinary trends, new products, menus and kitchen processes
- i) Develop new dishes and menus to attract more clientele
- j) Deal with suppliers and ensure that they supply quality goods at affordable prices
- k) Manage the inventory and ordering stock as required
- l) Oversee the maintenance of kitchen equipment and organising repairs when needed
- m) Ensure that guests receive excellent service and enjoy their culinary experience
- n) Manage the financial KPI's enabling business success
- o) Undertake such other duties as requested

Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

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Bishop Auckland College has an Equality, Diversity and Inclusion Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

Name:

Signature:

Date:

Last updated: October 2024