

Job Description & Person Specification

Job Title	Chef
Division/Location	Norse Catering
Reporting to	Chef Manager
Weekly Hours	Dependant on Location
Grade/Salary	£22,360 Pro Rota

Job Description
<p>The Role</p> <p>This post requires an organised individual to implement balanced and nutritious menus, under the leadership of the Chef Manager whilst supporting and developing the on-site catering team.</p> <p>The role will require attention to detail and delivery of daily service, including the preparation, cooking and displaying of food to ensure customer expectations, food, hygiene, and quality standards are met within stated budgets, client specifications and Service Level Agreements (SLA).</p>
Main Responsibilities
<ul style="list-style-type: none"> Under the leadership of the Chef Manager, be responsible for the day-to-day preparation, cooking, service and display of food and beverages and any other hospitality requirements offered in line with the Catering Budget and SLA. In the absence of the Chef Manager, support catering team and all resources in a manner that delivers an efficient and effective catering service. Responsible for all service points and counter displays ensuring all food displayed for sale and consumption by customers is in line with menu specification and brand. Compliance to HACCP, COSHH systems, and the implementation of Policies and Procedures as outlined in the Catering Operations Manual. Ensure Health and Safety Regulations are strictly observed at all times, in line with the Group's Health and Safety Policies and Procedures. Assist with maintaining stock levels and ordering of new supplies, using our kitchen management software – Cypad. Responsible for the correct labeling of all food and beverages for sale and consumption in line with Allergen and labeling policies. Support with the promotion and encouragement of healthy food choices through innovative thinking and displays. Ensure our 'brand' is alive within the business and delivery of regular themed menus and promotional offers following the direction of The Chef Manager and Marketing and Brands Manager. Support with training within the Catering Team.
<p>Other Duties</p> <p>The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including:</p> <ul style="list-style-type: none"> Carrying out duties appropriate to the grade of the post, including occasional travel to other offices as required. Promoting continuous improvement and delivering demonstrable high-quality products and services

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by Head of Resourcing:	Jo Wishart	Date :	12.01.2022

which embrace quality standards.

- Demonstrating personal commitment to the Norse Way CSR Strategy.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications, Knowledge and Training	NVQ Level 2 in Hospitality and Catering or equivalent	Essential	AF
	Good understanding of food costs and working to a set budget.	Essential	AF/I
	A formal intermediate management qualification	Desirable	AF/I
Experience	Experience in a 'hands-on' kitchen, food preparation and service role in a busy hospitality service environment	Essential	AF/I
	Proven track record of delivering high standards of service attention to detail	Essential	AF/I
	Experience of working as part of a team	Essential	AF/I
	Previous Catering or Management experience on as similar site	Desirable	AF/I
Skills/Abilities	Proven track record of maintaining excellent customer service	Essential	AF/I
	Organised approach to tasks and priorities with strict deadlines	Essential	AF/I
	Flexible and adaptable to take on a variety of tasks	Essential	AF/I
	IT skills including a basic competency in Word	Desirable	AF/I

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by Head of Resourcing:	Jo Wishart	Date :	12.01.2022

	and Excel		
--	-----------	--	--

General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment, and eliminate unlawful and or unfair discrimination.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by Head of Resourcing:	Jo Wishart	Date :	12.01.2022