



University of York Students' Union  
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## JOB DESCRIPTION

<b>Job Title</b>	Chef
<b>Reporting to</b>	Lead chef and venue manager
<b>Place of Work</b>	YUSU Venues
<b>Salary</b>	Circa £19,500

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## Purpose of Role

**To support the lead chef on all aspects of the operational running/managing of the kitchen and ensure that staff are fulfilling their duties to the best of their ability:**

Manage operations during scheduled shifts that include daily decision making, staff support, planning while upholding standards, product quality and cleanliness.

Provide a safe working environment to reduce the risk of injury and accidents

Staff, train, and develop kitchen hourly team members through ongoing feedback, establishment of performance expectations and by conducting performance reviews on a regular basis.

Directly supervise 10 plus kitchen team members.

Ensure food quality by maintaining high levels of cleanliness, organization, storage, sanitation of food products.

To work closely with the vm team to ensure the smooth running of the kitchen and to deliver great food that is made to recipe and in a timely manner

Responsible for purchasing, receiving and storing food products, use of correct products and proper par levels to minimize food waste and optimize food cost.

Provide excellent communication to all who come in contact with inside and outside the four walls

Ensure high standards and efficiency of work

Maintain strict stock and financial controls

Ensure robust securing of venue

Working closely with the vm team to ensure the smooth operation of the kitchen and venue

Conduct food demos and recipe demonstrations

Working with the venue team to retain our current customers and attract new ones

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## Duties & Responsibilities

### Supervise the smooth running of the kitchen

Ensure that your venue is open on time and that it is ready for business.

Ensure excellent back of house service, allocate and support staff throughout the shift to maintain speed of service and cleanliness of all work areas.

Keep staff busy and productive at all times.

Ensure staff meet the standards of the catering operation, addressing and correcting bad practice where need be through additional training.

Maintain all back of house areas to a high standard.

Liaise on shift with the lead chef, operations Manager and front of house manager to resolve problems and ensure great service.

Complete daily checks on shield safety to ensure the safe running of the venues, and for those standards to be monitored and maintained throughout the shift.

Pre-empt and actively respond to problems that arise and keep the rest of management up to date.

Ensure your venue closes on time, end of day jobs completed to a high standard, staff are signed off promptly, all back and front of house areas checked and secured and that venue is in excellent order for the next day's service.

To actively maintain all areas within your remit, i.e. toilets, general corridors around venues, smoking areas.

### **Stock & Financial Control. To take an active lead in the completion of tasks in relation to the following;**

Placing well planned orders that support the business needs.

Ensure stock rotation is applied when storing deliveries and that the correct storage method is applied to each product.

Display stock levels should be monitored throughout your shift and replenished as required.

Recording any wastage and adding to kitchen cut, daily

Assist and conduct stock takes as and when needed.

Ensure the catering team understands the stock policy and adhere to it.

### **Staff Training and Management**

Assist in induction days as required.

Monitor new staff and assist with on the job training where applicable.

Report back to the lead chef any areas where refresher training may be needed.

Help coach and develop the team.

### **Health & Safety**

Ensure high standards of health and safety are maintained at all times through fostering a culture of H & S awareness throughout the team.

Complete/monitor required cleaning tasks in accordance with the kitchen's daily and weekly tasks sheet, ensuring the work has been completed to a high standard.

Ensure the storage areas are kept in a clean, tidy and safe condition.

Ensure any faults or problems with equipment and the venue are reported.

Work in a way that minimises risks to the health and safety and security of self and others.

Ensure all cleaning products and any other substance that could cause a health risk is used according to the data sheet contained within the C.O.S.H.H folder for the venue.

To have a full understanding of the fire evacuation procedures for the Venue.

### **Legislation & Company Policy**

To have a thorough understanding of Food Safety, Licensing and Health & Safety and its implementation within your duties.

To understand and actively support all company policies relevant to your role, including green impact, best bar none and the good night out campaigns.

### **Communication & Listening**

Encourages open, honest, and timely communication among Team Members.

Actively listens and attends to verbal and non-verbal cues to ensure that the true meaning of the message is captured.

Clearly communicates changes and updates and follows up to ensure thorough understanding.

Respect the opinions of others.

## General Notes

The principal roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.

Staff must carry out their duties with full regard to the rules policies and procedures and conditions of service contained in the staff information guide

A condition of the employment is that all staff are expected to assist in key events throughout the year e.g. freshers fair, student balls, university open days and any other key events, including elections if necessary.

Staff are expected to portray a positive image both internally and externally of the Students' Union by displaying standards of service integrity, punctuality, politeness and professionalism.

To abide by YUSU constitutions and policies.

To work within, promote and uphold the student-led and democratic ethos of the Students' Union.

YUSU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>		
Good Education general	X	
Appropriate Management/ Professional Qualification		X
Food Hygiene Level 2	X	
First aid certificate		X
Personal License Holder		X
Appropriate Health & Safety Qualification		X
<b>Experience</b>		
Management and/or supervisory experience in a high volume licensed trade outlet		X
Management or supervisory experience of a busy kitchen		X
Management of a team of staff		X
Management of stock	X	
Using EPOS systems		X
Training Delivery		X
<b>Knowledge</b>		

Catering market trends		<b>X</b>
Health & Safety, COSHH and First Aid legislation and best practice	<b>X</b>	
Best practice with regard to stocktaking & stock management		<b>X</b>
Awareness of food hygiene practices and high standards within a kitchen.	<b>X</b>	
<b>Skills</b>		
Good IT skills, in particular Microsoft Office suite including word, excel and PowerPoint		<b>X</b>
Leadership		<b>X</b>
Communication skills (written & oral)	<b>X</b>	
<b>Values/attitudes</b>		
Commitment to Equal Opportunities	<b>X</b>	
Commitment to working in a democratic environment	<b>X</b>	
Flexible approach to working hours available to work late evenings	<b>X</b>	
Commitment to excellence in customer care	<b>X</b>	