# Job Description

**Job Title:** Section Chef  
**Post holder:**  
**Reporting To:** Head Chef

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### Main Purpose of Role/Overview:
To maintain and deliver the high standards of food preparation, presentation and service for the students, Fellows, staff, visitors and guests of the College. To assist in good hygiene practices that current legislation requires.

### Main Responsibilities & Duties:
1. Prepare and cook appropriate quantities of food for the servery, dinners, conferences and other catering events to a consistently high standard.
2. Maintain good cleaning practice and help prevent wastage by utilising surplus stock.
3. Ensure that all stock (food or otherwise) is safely stored correctly using sound stock rotation practice and checked against invoices.
4. Prepare dishes in accordance with policy and guidance on food allergens.
5. Use protective equipment (PPE) as laid out in COSHH regulations when dealing with dangerous chemicals.
6. Aid the smooth running of the catering department by maintaining good team morale through being flexible with work duties and working patterns.

### Standards of Performance/Results:
1. Consistent presentation of dishes for all clients’ needs in both classical and modern culinary styles.
2. Check and record temperatures using the in-house monitoring system. Ensure stock is rotated.
3. To ensure low wastage and no out of date stock.
4. Ensure standards are adhered to, labelling food appropriately.
5. No accidents occur when cleaning with chemicals.
6. Ensure the kitchen runs smoothly, minimal use of agency workers.
7. Introduce new items on the College menus when required.

8. Maintain good personal hygiene.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

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<tr>
<th>Scope/size of role (budgets, people, etc):</th>
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<tr>
<td><strong>Significant internal/external relationships:</strong> Front of House, staff, Fellows, students, conference users, suppliers</td>
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