



Assistant Chef (Fixed term)

OVERVIEW	
Job title:	Assistant Chef (Fixed term)
Responsible to:	Chef Manager
Responsible for:	N/A
Working alongside:	Catering Assistants, Catering Shift Supervisors, Kitchen Assistants
Grade:	Grade 3
Salary:	£12.96 per hour Enhanced rates may be applicable, for more information see section 3 of the Terms and Conditions
Contract type:	Fixed term One Year, Full time
Working Arrangements:	35 hours per week worked over 5 days: Mon, Tues and Friday 7.15-2.15 Saturday/Sunday 7.30-3.00pm/11-15am-7.00pm (alternating weekends)
Pension:	St John's College Group Personal Pension Plan
Holidays:	27 days annual leave plus customary days and bank holidays, pro rata
Start date:	Week commencing 13 th January 2025
Closing date:	5 th January 2025
Interview date:	Week commencing 6 th January 2025

ABOUT ST JOHN'S COLLEGE

St John's College is one of the smaller Durham colleges, renowned for our welcoming atmosphere. Founded in 1909 and set in a series of beautiful, listed buildings in the heart of Durham city, our community enjoys stunning views of Durham Cathedral and boasts gardens and lawns stretching down to the River Wear. Each year we have around 250 students resident in the College – undergraduates and postgraduates studying for degrees at Durham University, as well as students of Cranmer Hall, a theological College within St John's. The College has a degree of independence within the University, both financially and in its governance, meaning that we have the freedom to do things a little differently. Throughout the year, the College's Christian ethos translates into warm hospitality. All our different staff teams work closely together with our students to create the unique John's experience.

JOB SUMMARY AND PURPOSE

To work as part of a cohesive team that ensures an excellent and professional standard of food service is consistently provided to students, staff, visitors and conference guests. To work flexibly in line with business demands.



KEY RESPONSIBILITIES

- To ensure that the supply and regulation of quality food is prepared and produced in accordance with prescribed menus, production methods, recipes and standards.
- To ensure that the provision of food is punctual, presented to a high standard and according to agreed production and portion controls.
- Ensure food is served at the correct temperature, and to follow the prescribed food/fridge/freezer recordings and control procedures established in line with University of Durham Food Safety Management System and best practice.
- To monitor the receipt and storage of provisions, checking deliveries, signing delivery notes and ensure that all deliveries are stored in accordance with “new stock to back of the store cupboard and old stock brought forward”.
- To contribute to menu planning and the overall development of the catering service.
- To ensure that all work areas are washed and cleaned down, using the appropriate chemicals and that a high standard of cleanliness and hygiene is maintained, after each task.
- To wash and clean all food service equipment in accordance with manufacturers instruction.
- Ensure a high level of attention to detail is maintained at all times.
- To ensure at the end of each shift or handover, that all procedures are observed and that all areas are shut down, closed and locked securely.
- To be fully conversant and comply with factors relating to Food Hygiene Regulations, Health and Safety at Work and COSHH Regulations, especially in relation to safe food handling, temperature controls etc.
- Maintain a safe and secure working environment for self and others in accordance with the Health and Safety procedures.
- To report any maintenance defects to the *Head Chef/Second Chef/Catering Manager*.
- To be familiar with departments fire evacuation procedures and have knowledge of college exits to designated fire points in college grounds and Chapel.
- Maintain personal health and hygiene and present a professional image at all times.
- To work closely with and where necessary assist colleagues in their duties to develop and maintain good team spirit.
- Develop and maintain positive working relationships with colleagues, academic and support staff, visitors and conference delegates.
- Use of appropriate cleaning chemicals for each job – see cleaning spec signage.
- Complete cleaning sheets daily.
- To be flexible and available to work as and when required according to operational/seasonal demands.
- Attending training sessions to update skills and knowledge.
- To offer flexibility in shift patterns to cover sick/annual leave/emergencies.
- To lead kitchen team when you are the most senior Chef on duty.
- To assist with ordering stock.
- To liaise with the *Front of House Supervisors*.
- To check servery food levels during mealtimes.
- Other tasks as directed by the Chef Manager commensurate with the grade.



PERSON SPECIFICATION

	Criteria	Essential	Desirable
1	Literacy and numeracy skills including GCSEs in Mathematics and English	X	
2	Hospitality and Catering Level 2 or equivalent qualification or experience	X	
3	Experience in a high-volume kitchen	X	
4	The ability to work under pressure	X	
5	To be able to lead and organise a kitchen team	X	
6	To be proficient in all areas of food preparation skills	X	
7	Excellent communication skills	X	
8	Willingness to work as part of a team in order to ensure that service is never compromised	X	
9	An understanding of what excellent customer service looks like	X	
10	Honest and reliable	X	
11	A friendly and approachable character	X	
12	A flexible attitude	X	
13	Displays a smart and professional appearance, representing the College in a positive manner	X	
14	A great eye for detail	X	

This role is subject to the successful applicant providing proof of eligibility to work in the UK.

APPLICATION PROCESS

The application should include:

- Letter of application, indicating fulfilment of essential and desired criteria
- Current CV

Applications should be submitted by email to john.dorward@durham.ac.uk

For an informal telephone conversation about the role feel free to call 0191 334 3852

The deadline for applications is 5th January 2025

Interviews are expected to be held on week starting 6th January 2025