

<b>Post title</b>	<b>Chef</b>
<b>School/Organisation</b>	Govindas
<b>Grade</b>	£12 per hour
<b>Hours</b>	Casual
<b>Preferred Start Date</b>	As soon as possible

### MAIN PURPOSES OF THE JOB

This role will be to support our kitchen in preparing all types of food, and ensuring accurate and timely completion of all areas of administration associated with the provision of the services, as directed by the Manager.

Govinda's Catering is all about precise, beautifully designed and nourishing menus. We cater for a healthy vegetarian diet, and provide food that is good for the body, mind and soul. Feel good food that genuinely uplifts you.

### RESPONSIBILITIES OF THE JOB

- To prepare all types of food in line with Kitchen requirements
- To operate within a team of permanent, part time and flexible staff in the unit, ensuring that the manufacturing service is successfully delivered consistently to the required standard daily.
- To ensure accurate and timely completion of all areas of administration associated with the provision of the services, as directed by the Manager. This includes stock taking, HACCP / Safety records, and production planning wastage, wastage records and reduction.
- To assist as directed in reporting, stock and wastage control measures in line with instructions from the Manager
- To participate in ensuring the smooth running of all operations.
- Arrange equipment and ingredient deliveries
- Keep the food and supply storage areas organized
- Help with routine food prep tasks (such as peeling and chopping vegetables) when needed
- To ensure full compliance with all areas of Health and Safety, Food Safety and Due Diligence, during the preparation, storage and service of all foods. This will include HACCP, COSHH, Safe Systems of Work, and Risk Assessments etc. Proper organized records are to be kept and maintained for audit by management, local authority or Government inspectors. It is a specific responsibility to ensure that no risk to students or staff can occur.
- To liaise and co-operate with the Manager or other unit chefs, to produce all meals in line with specification if necessary.
- To undertake any further reasonable additional duties as may be requested by the Area manager. These may include functions and hospitality events
- Able to manage the kitchen team and take the lead if the Chef manager is not on site.

<b>Person Specification</b>			
<b>Criteria</b>		<b>Requirement</b>	
		<i>Essential</i>	<i>Desirable</i>
1.	Kitchen Experience	X	
2.	Understanding of food hygiene and kitchen health and safety	X	
3.	Good Organizational Skills		X
4.	The ability to work unsupervised in a busy environment	X	
5.	Ability to work in a group and independently		X
6.	Ability to follow strict instructions in a systematic and consistent manner	X	

<b>FURTHER INFORMATION</b>
<p>Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.</p>