Salary: Grade 7 plus meals (£33,361– £39,886 p.a.)
Reference: FDCOM1077
Closing date: 18th March 2020

**This role is available to current University employees only**
Senior Head Chef
Catering, Conferencing and Events, Facilities Directorate

Do you have significant experience of quality, high volume food production? Do you thrive in a busy kitchen with multiple demands on your time? Do you have the leadership skills to head up and motivate a large team of chefs to produce excellent food to meet the demands of the operation?

Catering Conference & Events provides on campus services for students, staff and visitors. The department has a turnover in excess of £8.5 million and providing customers with excellent service and quality, fresh food is at the heart of what we strive to achieve. As Senior Head Chef you will be responsible for leading a large team within the main refectory kitchen, ensuring that food produced meets both departmental quality standards and customer expectations; and that food safety is paramount. You will develop innovative offers in response to customer feedback and changing market trends and drive continuous improvement.

You will have previous experience of managing a large team with the ability to motivate staff and experience of budget management and cost control. You will be committed to providing excellent customer service and you will have experience of menu development. This role is full time on a 5 days over 7 basis. Flexibility will be required, with the requirement to work early mornings, evenings and weekends.

What does the role entail?

As a Senior Head Chef your main duties will include:

- Responsibility for managing the Head Chef of the Refectory, Cloth Hall Court chef and Delivered Services Production Chefs;
- Accountability for managing staffing resources, ensuring sufficient levels to meet the needs of the business; ensuring effective recruitment and induction of new staff, training and development, performance management, and recording and managing staff absence;
- Working collaboratively with the Head of Retail Catering, Operations Manager and Refectory Manager to ensure a seamless, customer-focused service;
• Leading on food safety and health & safety compliance for the refectory kitchen and food production, risk assessing and implementing corrective action as required;
• Researching, benchmarking, creating and developing food offers that take into account the need for healthy, nutritional food and the need for variety with a key focus on the food provision for the “Meal Plan” students – delivering high satisfaction levels and maintaining a culture of continuous improvement by taking into account customer feedback;
• Researching, developing, costing, and introducing new menu items with detailed recipe methods, ingredients and allergen information for any new menu products, ensuring these fit with market trends;
• Proactively working with event organisers to understand and plan their food requirements, leading fine dining taster sessions for external client, and ensuring the smooth running of VIP events, including managing staff working on such functions;
• Working collaboratively with the Head of Retail Catering and Operations Manager to develop food offers for the cafes and plan resources to deliver the products from the main refectory kitchen and central production Unit;
• Taking a lead role in compliance, including controlling and accurately recording all food wastage, production sheets and staff meals; ensuring adequate stock control; and ensuring security procedures are fully adhered to
• Working as part of the wider management team to ensure sustainability is embedded throughout the operation and consideration is given in all menu writing, food planning and supplier engagement;
• Monitoring the quality of food supplied to the department, informing suppliers of non-compliance to specifications, liaising with the procurement department. and participating in supplier evaluations in conjunction with purchasing;
• Advising procurement on the specification on all food and food related tender requirements, liaise with external suppliers to identify new products;
• Ensuring the correct placing of orders through internal stores, and with external suppliers to the University, in line with the University Purchasing procedures;

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.
What will you bring to the role?

As a Senior Head Chef you will have:
- Significant experience of high quality and volume food production;
- A Chartered Institute of Environmental Health (CIEH) Level 3 Certificate in Food Safety;
- A recognised catering qualification;
- Experience of food development with the ability to create complex and innovative dishes;
- Experience of working in a frontline customer service environment with a commitment to providing excellent customer service and care;
- Excellent communication skills, with the ability to develop effective working relationships with colleagues;
- Experience of managing a large team, with the ability to motivate, develop and delegate tasks effectively;
- Ability to effectively measure and manage productivity and staff performance;
- The ability to work flexibly across Catering, Conferencing and Events;
- The ability to work effectively, both independently and as part of a team;
- High attention to detail with the ability to move, count and record stock;
- Experience of budget management, cost control and financial reporting;
- Demonstrable behaviours in line with Commercial and Campus Support Services’ and University values.

You may also have:
- A Chartered Institute of Environmental Health (CIEH) Level 3/4 Certificate in Food Safety;

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by 23.59 (UK time) on the advertised closing date.
Contact information

To explore the post further or for any queries you may have, please contact:

Julie Tong, Head of Retail Catering
Tel: +44 (0)113 343 4712
Email: j.tong@leeds.ac.uk

Additional information

Working at Leeds
Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our Working at Leeds information page.

Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our Accessibility information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974
A criminal record check is not required for this position. However, all applicants will be required to declare if they have any ‘unspent’ criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.