



IMPACT

Sous Chef

Reference: R210586

Salary: Grade 6, £23,487 to £25,627 per annum, depending on experience

Contract Type: Continuing

Basis: Full Time

Job description

Job Purpose:

Supporting the Chef Manager ensuring the overall success of food production across campus directing and developing the business across its service outlets, ensuring that the agreed, highest attainable standards for the quality and variety of food and menus on offer to clients, customers and visitors are consistently delivered. Supporting to ensure costs are in line with budget.

Main duties and responsibilities

Strategic

- ▶ Actively contribute towards the development of catering working alongside the Chef Manager
- ▶ Contribute towards ensuring a consistent customer care/service focus.
- ▶ Support with the Identification through continuous monitoring potential development needs and opportunities
- ▶ Liaise and network with Aston colleagues, suppliers and professional associates, establishing positive & proactive relationships with key stakeholders –

Operational

- ▶ In the absence of the Chef Manager ensure the delivery of production and service standards across all catering outlets.
- ▶ Monitor/review expenditure and income, and to respond/pro-act accordingly on a continuous basis, ensuring financial efficiency and effectiveness for food production across campus business operating with the aim of continually achieving a surplus in line with strategic aims and KPIs
- ▶ Manage food costs within budget, whilst ensuring 'best value' in purchasing policy for foodstuffs, through reporting processes.
- ▶ Ensure Food Hygiene and Health and Safety relating to food production and services is carried out within all the food production areas, which must be implemented consistently incorporating up-to-date legal compliance and best practice in line with policy and procedure
- ▶ Support in identifying training and development needs for all kitchen staff
- ▶ Work & liaise effectively & supportively with all other Catering /Aston colleagues & departments in the interests of contributing to a professional work environment
- ▶ The expectation is that you will undertake any reasonable requests of work.

Development

- ▶ Support in maintaining a 'continuous improvement' ethos for food production across Catering Services, raising awareness amongst the team of product development and service initiatives, whilst identifying opportunities for improving revenue and profits where possible.

General

- ▶ Ensure that all personal actions are in line with the overall environmental aims of The University of Aston, undertaking all tasks in an environmentally sustainable manner - promoting environmental sustainability where opportunity presents.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters, and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<p>Level 3 Food Hygiene qualification</p> <p>Professional cookery qualifications to (minimum) City and Guilds 706/2</p>	Application form
Experience	<p>Food production management skills gained within a similar environment.</p> <p>A working knowledge of leading operational compliance for Health & Safety Regulations related to industrial catering business operations, including an up-to-date knowledge of the latest requirements</p>	Application form and interview
Aptitude and skills	<p>Sound written communication skills commensurate with the requirements the post</p> <p>Good understanding of Excel</p> <p>An understanding of administration and financial responsibilities associated with food production and kitchen/catering management, including stock and related cost control.</p> <p>Liaison and networking skills in leadership, gained within a comparable role and work environment, with the ability to work effectively in partnership with others from within and outside the organisation</p> <p>Excellent verbal communication skills</p> <p>Influencing skills, in relation to advising/guiding reporting staff and other colleagues, gained within a similar leadership role in a comparable working environment</p> <p>Demonstrable knowledge and skills of leading customer service excellence, including sound customer liaison skills, on a similar scope and scale</p>	Application form and interview

	Essential	Method of assessment
	<p>Evidence of readily accepting individual accountability</p> <p>Positive self-motivated and self-development outlook</p> <p>Ability to manage and prioritise own workload in meeting requirements/deadlines on a similar scope and scale.</p>	

	Desirable	Method of assessment
Education and qualifications	Professional cookery qualifications to City and Guilds 706/2 or equivalent.	Application form

How to apply

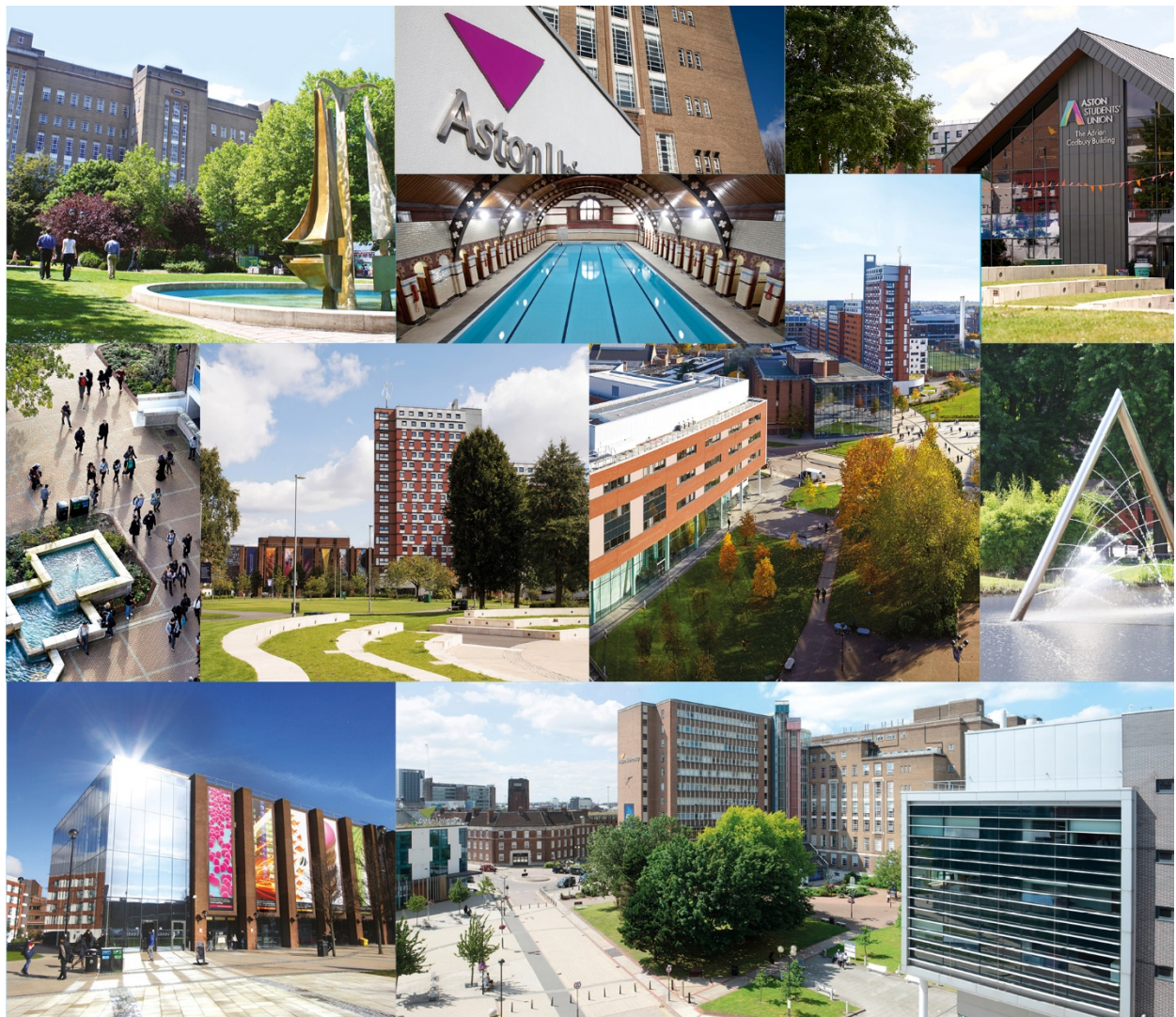
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Carla Campbell
Job Title: Chef Manager
Email: c.campbell@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa <https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.
<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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gets real.**