

# Executive Head Chef

Department	Nourish Catering		
Directorate	Estates Services Directorate ( <a href="http://www.strath.ac.uk/estates/">www.strath.ac.uk/estates/</a> )		
Staff Category	Administrative and Professional	Reference No	83570
Reports To	Head of Hospitality	Grade:	7
Contract Type:	Open-Ended, Monday to Friday	FTE:	35 Hours per week
Closing Date	Friday, 25 August 2017		

## Rewards and Benefits

Salary Scale:	£31,076 - £38,183	Annual Leave:	31 days plus 11 days public holiday
Pension:	Contributory pension scheme made available to all staff which includes a generous employer contribution	Family Friendly Benefits:	Generous Maternity, Paternity & Adoption leave Childcare Voucher Scheme On-campus nursery
Career Development:	Professional development, reduced or remitted fees in vocational and non-vocational courses.	Health and Wellbeing:	Access to Health & Wellbeing events Occupational Health Cycle to work scheme.

## Job Advert

The University of Strathclyde seeks to appoint a dynamic, experienced and 'hands on' Executive Head Chef to lead the food production team and develop the food offering across the estate.

With the support of the senior management team, you will be required to develop a strategy for food across multiple outlets including: retail cafes, delivered catering, conference and events and high end banquets and dinners. A self-starter, who is passionate about food, you will have a proven track record of driving continuous improvement and delivering modern, high quality food, which exceeds customer expectations.

The ideal candidate will be a Head Chef in a multi-site, organisation or an existing Executive Chef. This post is not a development opportunity, as you will be required to 'hit the ground running'. You will be an experienced people manager, who can motivate and develop the brigade of 7 to fulfil their potential, despite not being co-located. Exceptional attention to detail, good organisational skills and proficiency in financial management are all essential; as is ensuring a high standard of kitchen hygiene is maintained and all areas are fully compliant with health and safety and food safety legislation.

The normal hours for this full time position are 35 per week, Monday to Friday. However, some evenings and weekends will be required to meet business needs.

Interviews are planned for 19<sup>th</sup> and 20<sup>th</sup> September 2017.

Favourable terms and conditions, with competitive salary.

## Job Description

Catering generates approximately £3.1M of income per annum and operates on a self-funding basis. There are two main production kitchens that support: 11 Cafés, 2 bars, campus wide delivered catering, and conference and banqueting. The majority of food production areas are within walking distance of each other and are all located on the John Anderson Campus in central Glasgow. However you will also be expected to support the Head Chef of our 11 bedroom private members club, Ross Priory, which is located the banks of Loch Lomond.

### Brief Outline of Job:

As the custodian of food production standards, you are responsible for the effective and efficient planning, presenting and delivery of all food, across the University estate. You will be expected to lead, motivate and develop the Chefs brigade to consistently deliver food which is of high quality and offers value for money to our Students, Staff, Conference delegates and Visitors. You will ensure the food production team is fully compliant with all health and safety, food hygiene and COSHH regulations. Working as part of the senior Management team, you will be contribute to driving sales and customer satisfaction through innovative menus, promotions, and food development. All of which, must be aligned to the University's strategic plan and values.

### Main Activities/Responsibilities:

1.	Set, implement and monitor food production standards across the estate in line with strict financial and legislative requirements
2.	Lead on the development, production and implementation of menus and retail catering concepts. These should be: nutritious, demonstrate flair and incorporate seasonality, local produce and current trends. They should also be aligned to the agreed departmental food budget and GP%.
3.	Manage food production staff across the estate, ensuring high standards of personal hygiene, food preparation, presentation and health and safety. Recognise positive performance, as well as identifying areas for improvement.
4.	Recruit, induct and train new members of staff, conducting probationary reviews in line with University policy. Conduct annual development reviews with new and existing direct reports.
5.	Prepare the weekly Chefs rota, ensuring optimum use of staff resources in line with business demand and agreed departmental budgets. Monitor performance and costs of temporary staff engaged via university contracts. Ensure holidays and absence are managed effectively and recorded on the relevant University system and that the processing of additional hours worked are in line with working time directive.
6.	Plan and cost retail, special event and hospitality menus to ensure delivery on agreed budgeted food costs and GP%. Ensure: portion control, presentation, correct preparation and storage methods are adhered to.
7.	Ensure all food production areas are fully compliant with Food Safety, allergen and Health and Safety legislation and that all records are correctly maintained in support of proving due diligence
8.	Ensure that monthly stock takes are carried out correctly for all food production areas and that all associated paperwork is completed in a timely manner.
9.	Purchase food and light equipment as required, within a pre-allocated budget, ensuring agreed University purchasing contracts are used.
10.	Support the University's sustainability ambitions by reducing the use of resources such as water, utilities and food; minimising (where possible) the amount of deliveries and disposing of any remaining waste in line with the University's waste policy.
11.	Utilise and pro-actively engage with the Kinetics hospitality booking system for information on all booking requirements.
12.	Responsible for ensuring that catering equipment and machinery is adequately maintained, advising on replacements and updating the asset register as required.
13.	Follow departmental procedures to maintain security of all areas and assets when opening or closing food production areas.
14.	Contribute to the continuous development of the catering operation by monitoring customer feedback to identify and make recommendations for improvement to menus and service.
15.	Attend and part take in meetings offering advice and expertise as required.
16.	Undertake any other duties as may be reasonably associated with the post commensurate with the grade.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

- E.1 A relevant HNC/HND level qualification; passes at Standard Grade or equivalent; City and Guilds 706 1 and 2 or equivalent. Considerable experience in a similar, multi-site role may be considered as an alternative.
- E.2 Intermediate Food Hygiene Certificate
- E.3 Relevant training in COSHH and HACCP

### Experience (must be recent, relevant and demonstrable)

- E.4 Leading and managing a kitchen brigade across multiple outlets to consistently deliver a high standard of food, which is driven by quality.
- E.5 Developing innovative menus in line with agreed budgets, which are suitable for retail, high volume conference and banqueting and fine dining.
- E.6 Computer literacy in use of software packages, including computerised stock and recipe systems, EPOS or equivalent.
- E.7 Knowledge and managerial experience of working within: HACCP regulations, COSHH, Manual Handling, Food Safety & Allergen legislation
- E.8 Successfully developing the food offering in a planned and organized way, across multiple outlets and service styles including retail and hospitality.
- E.9 Managing and leading a team of Chefs across separate kitchens, including organising Rota's to departmental budget, and managing staff welfare concerns.
- E.10 Managing costs in line with budget, carrying out stock control, regular safety audits and management of equipment maintenance.
- E.11 Experience in delivering large scale conference and events

## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form. PREVIOUS APPLICANTS NEED NOT APPLY.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Mr. Duncan Colville, Catering Manager, 01415483318, [Duncan.colville@strath.ac.uk](mailto:Duncan.colville@strath.ac.uk)

### Probation

The successful applicant will be required to serve a 9 month probationary period.

### Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

### Interviews

Interviews are scheduled to be held on 19 and 20 September 2017.

### Equality and Diversity

We value diversity and welcome applications from all sections of the community.



# Conditions of Employment

## Administrative and Professional Services Staff Grades 6 and above

### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr)

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

## 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

<b>Period of Continuous Employment at start of absence from work</b>	<b>Full Pay</b>	<b>Half Pay</b>
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk)

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr)

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/policies/hr](http://www.strath.ac.uk/policies/hr) or on request from Human Resources.

## 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised April 2016