

Supporting Information for role of Sous Chef

About us

We are an independent charity that exists to represent the needs and views of all 37,000 plus students at Manchester Metropolitan University.

There has been a Students' Union for what we now call Manchester Metropolitan University since the 1920s.

Over the last one hundred years, the role of The Union and the part it plays in student education and wellbeing has grown and developed into the organisation we are today.

Students are at the heart of what we do.

Every year, students elect a team of Student Officers to lead The Union and represent their needs. They form half of the governing Trustee Board, which is tasked with overseeing the strategic development and operational management of The Union.

The Officer team lead the campaigning and political activities of The Union. They also work closely with our staff team to ensure a wide range of services, activities and opportunities is on offer for students at both our Manchester and Crewe campuses.

Why work for us?

Our Manchester campus has recently undergone a major transformation with an extensive building programme. This includes a brand new £10million students' union in the heart of the campus, which opened its doors in January 2015. This move provides the foundations for an exciting new period of growth in The Union's development.

Situated just 36 miles south of Manchester city centre, our Cheshire campus is renowned for the excellence of its educational, performance and sporting programmes. It offers students the opportunity to be part of a friendly community in a campus setting with easy access to nearby towns and the surrounding countryside.

We are proud of being a progressive employer. Our aim is to be a great place to work, where we respect work/life balance, support individual training and learning and create a positive work environment where you are supported and encouraged to do your best.

We know our success hinges on brilliant people determined to give every student an experience that's anything but ordinary. So we'll train you thoroughly, reward you well and encourage you to build a long-term career that stretches and inspires you.

Our mission is to support every student at Manchester Met in achieving their personal goals and ambitions.

University is a transformational experience and we are committed to delivering the best possible experience, whatever a student's interests might be. We provide a whole range of services, activities and opportunities to help students develop skills and talents that complement and enhance their education.

Our activities are underpinned by **our values**, which aim to create an inclusive, empowering and aspirational culture:

- We are passionate about student success
- Nobody understands our members better
- We strive for excellence in all we do
- Working together to achieve our outcomes
- Every student matters.

Behaviours Framework

Our competency framework sets out the behaviour expectations that we want to see from all who work at The Union. It helps to bring our values to life with clear examples of behaviours that everyone should aim to demonstrate at work.

COMPETENCY	DEFINITION
Service Excellence	Provides an excellent standard of service to students and stakeholders
Communication	Communicates clearly and appropriately to people across our union and outside
Inclusivity	Values diversity, and works to create an inclusive and engaging environment across all our activities and services
Collaboration	Builds relationships and works effectively with a range of people to deliver our shared goals
Student Focus	Keeps the needs of students at the heart of activities
Accountability	Acts ethically on behalf of our union, taking personal responsibility for their actions and impact
Personal Effectiveness	Consistently models high standards and good practice
Leading & Motivating	Actively leads, develops and supports others to achieve excellent performance



The Union Job Description: Sous Chef

Department: Commercial Services	Location: Based in Manchester but travel to other Union Sites may be required.
Job Title: Sous Chef	Job Grade: £16,844 per annum
Reporting to (job Title): Chef	
Reporting to Job Holder (include Job Titles): Andrew Pitt, Head Chef.	
Responsible for: Team leaders and student staff working within the service area.	
Overall purpose of the Job: To take a leading role in the delivery of the food offering in the Union's main bar and to assist the Head Chef in the management and development of The Union's entire food service operation: cooking and preparing meals to be served in The Union's food outlets, The Salutation Inn and conferencing facilities, managing staff and overseeing the venues as required.	
Main activities/tasks: <ul style="list-style-type: none">• To oversee the day-to-day running of catering operations within The Union.• To cook and prepare meals to be served in The Union's food outlets and conferencing facilities.• To support the Head Chef in the development of new menus, specials and other related offers and train staff in delivery.• To maintain an up to date awareness of trends and developments in catering and recommend appropriate changes to the catering operation.• To maintain an up-to-date knowledge of products and encourage staff to develop their product knowledge• To ensure consistent quality and standards in the preparation, production and presentation of all food products within Union venues and outlets.• To comply with The Union's internal procedures and all external legal requirements to include Health & Safety, Food Management, Fire Safety and Licensing regulations• To maintain a safe and hygienic working environment within the food preparation and service areas and stock rooms.• To support the Food & Beverage Manager, as necessary, in the supervision of relevant staff and overseeing the venue.• To work effectively with people, developing productive relationships with colleagues and stakeholders• To assist the Food & Beverage Manager in driving the performance and development of The Union's Catering Operations to increase turnover and profitability;• To report on all aspects of the performance of the operation on a regular basis.• To maximise profitability through driving sales and managing and controlling costs, stock, and margin effectively	

- To utilise resources and make appropriate purchases in line with the budget and the limits of authority taking account of ethical and environmental considerations
- To have accountability for wastage and movement of stock
- To assist in administration duties related to food safety and purchasing
- To assist in stock taking procedures and stock counts
- To complete invoices and purchase orders as and when required
- To understand and use stock, cash and reporting systems
- To deliver a customer focused culture to ensure the highest level of service is provided to all customers by every member of staff
- To perform other duties as may from time to time be required always provided that they are consistent with the job function.

Departmental & Staff Management: The post holder shall:

- Manage the work of staff within the post holder's remit, ensuring that high standards of performance are maintained.
- Assist staff in their development, reporting to the Head Chef/ Food & Beverage Manager on the performance of staff.
- Ensure effective communication between members of staff and to keep members of staff informed of issues affecting their work through regular briefings and meetings.
- Ensure that all staff perform their duties and responsibilities to the required standard.

Financial: The post holder shall:

- Authorise and keep appropriate records of purchases and payments within agreed budgetary constraints and financial procedures.
- Display a proactive approach to financial planning and prediction.
- To be responsible for the safe keeping of all money, stock and other assets in accordance with the financial regulations of The Union.

Health, Safety and Hygiene: The post holder shall:

- Work in a safe manner, seeking to minimise hazards to ensure the safety of other staff and students, and report all safety hazards immediately.
- Ensure that all health and safety, fire and building regulations and procedures are complied with.
- Be responsible for ensuring all activity within the area of responsibility is undertaken within a safety framework.

The post holder shall:

- Attend meetings and training events as required.
- Comply with The Union policies, procedures and constitution at all times.
- Comply with Environmental Legislation and both support and promote measures introduced within the Union to lessen environmental impact.
- Contribute to the positive and professional image of The Union and not act in such a manner as to bring the Union into disrepute.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
- Have a flexible approach to duties and work and, in particular, adopt a team work style with departments and activities across The Union. This may involve undertaking duties in support of the activities and services of other departments.
- Understand and uphold the mission, vision and values of the organisation and be always guided by them in the course of work.

Other features of the Job (including working conditions, etc.): 40 hours per week. This will include evenings and weekends.

NB. The duties described above are not an exhaustive list, but are intended as being illustrative of the level and type of work required.

The Job Description may be subject to amendment from time to time after discussion with the post holder.

This job description does not constitute part of the contract of employment.



The Union Person Specification: Sous Chef

	Desirable	Essential
Education Qualifications	Industry related qualification and/or training	A good standard of education A Food Hygiene Certificate
Training Technical Skills	Experience of using EPOS and/or other electronic sales data systems to monitor performance	Good level of computer skills; including knowledge of Microsoft Office packages. Excellent verbal and written communication skills. Good numerical and analytical skills.
Experience (Knowledge)	Previous experience of supervising staff. Experience of working within a membership led or volunteer organisation. Up-to-date with current trends and recent commercial developments as they pertain to the food service industry.	Previous experience of working in a similar role in a comparable catering environment: to involve but not be limited to food preparation and service and stock and ordering processes. Understanding of operating kitchen premises in accordance with H&S, fire safety and food hygiene and other relevant legislation. Demonstrable experience of working effectively on own initiative An understanding and appreciation of the principles and practice of equal opportunities.
Personality Characteristics		Independent and self-reliant, being able to work without close supervision. Excellent interpersonal skills, able to build appropriate relationships with people at all levels. Present a flexible, customer-orientated approach to work; being focused towards Customer Care and Customer Service Ability to manage working time effectively and prioritise projects appropriately. Positive about working in a student-led environment Professional and courteous manner Enthusiastic and committed

Terms and Conditions of Service

Set out below are the general terms and conditions of employment offered for this post.

1. Duration

The role is offered on a permanent contract subject to successful completion of a 6-month probationary period.

2. Salary

O2 Pay Range

O2.1 = £16,844 per annum

O2.2 = £17,276 per annum

O2.3 = £17,708 per annum

3. Holiday

26 days annual leave per annum, in addition to public and bank holidays pro rata to days worked. Subject to the operating times of the service area, the post holder may be required to work on a public or bank holiday in which case they will receive another day's holiday in lieu.

4. Hours of Work

40 hours per week. Evening and weekend working will be required.

The Union operates a Flexible Working Policy. Flexible working arrangements also include time off in lieu; job sharing; annualized hours; part time working and career breaks.

5. Sickness Scheme

The Union aims to secure the attendance of all employees throughout the working week however, in the event of the absence through ill health The Union operates a generous contractual sick pay scheme.

6. Pension Scheme

All employees who meet certain criteria will be auto-enrolled into our workplace pension scheme.

7. Family and Special Leave Scheme

The Union offers paid leave for maternity, paternity and adoption, the same rights for same sex couples.

8. Equal Opportunities

The Union is committed to the effective implementation of an equal opportunities policy and strives to create a progressive working environment. The Union has policies and procedures to take action against discrimination, harassment or bullying at work.

9. Car Parking

Staff are encouraged to use public transport as The Union's facilities and services are conveniently situated on the main public transport routes. Where the use of public transport is not a viable option, there is limited parking at Crewe Site subject to a permit application. Limited car parking facilities are also available at The Union in Manchester subject to availability and a permit application. Places are restricted

and cannot be guaranteed. The provision of staff car park places is currently under review and this situation is subject to change.

10. Convenience Facilities

Employees are able to take advantage of a range of facilities that The Union has to offer such as use of bars, catering, retail and entertainments.

11. Sports and Fitness

Employees are able to access a range of subsidised leisure, recreational and sporting facilities and services at the Sugden Sports Centre in Manchester, Crewe Site and the Manchester Aquatics Centre.

12. Other benefits

Employees have access to NUS discounts, services and other lifestyle benefits including a salary sacrifice scheme for childcare vouchers and a cycle to work scheme.

13. Library and Learning Resources

Employees are able to use the University library and other learning facilities.

14. Commitment to Training and Development

The Union has staff training and development policy that provides a range of opportunities to undertake training and development while in post. This includes short course, conferences, seminars and other training events. After six months, you may be eligible to apply to undertake a work related part time course of study at the University. Time off work and financial assistance with courses can be provided.

15. Investor in People

The Union was awarded the prestigious Investor in People award in December 2002 and was reaccruited in 2006, 2010 and 2013. The Union is committed to the ongoing development and training of all staff and will undergo re-assessment in 2017.

16. Investor in Volunteers

The Union received the sister accreditation to IiP in 2016, becoming one of a very limited number of students' unions to have been successful in applying for Investor in Volunteer status.

17. Advice Quality Standards

The Union has been awarded the nationally recognised AQS mark of quality advice in social welfare legal advice. Attained to the casework standard, it reflects the professionalism within the service.

The Recruitment Process

To apply for this post you should respond by submitting your CV to the address below.

Due to the high number of applications that we receive, we regret that we are unable to contact those applicants who are unsuccessful at the short listing stage or to provide feedback on unsuccessful applications.

CVs should be sent to:

**Sous Chef Recruitment
C/o Lesley Edwards
The Union
21 Higher Cambridge Street
Manchester
M15 6AD**

Or theunion@mmu.ac.uk

Queries

We have attempted to make the further information available to candidates as comprehensive as possible, and it is hoped that this will deal with most questions that you may have, but if you would like to discuss any aspect of the post or the recruitment process please contact Lesley Edwards, HR Manager, via email at lesley.edwards@mmu.ac.uk or by telephone on 0161 247 1162.