



## Job Description

Title – Assistant Chef

Version - Aug 2018 Date - 18<sup>th</sup> September 2018

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<b>Post Number:</b>	<b>AD003</b>
<b>Grade /Scale:</b>	3
<b>Weekly Hours:</b>	<b>25</b>
<b>Department:</b>	<b>Catering- P&amp;SS</b>
<b>Status:</b>	<b>12 month fixed contract</b>
<b>Responsible To:</b>	<b>Catering Manager</b>
<b>Responsible for:</b>	None
<b>Location Work base:</b>	<b>FHQ</b>
<b>Job Role /Purpose:</b>	<b>To assist &amp; support the Head Chef in the preparation and manufacturing of food for the Catering Department at Force Headquarters, Leicestershire Police</b>
<b>Contacts:</b>	Internal officers and staff at all levels, external visitors and guests
<b>Equality and Diversity</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

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### Person Specification

#### **Knowledge, Skills & Abilities**

##### **Essential Criteria**

*A clear definition of the necessary criteria.*

##### **Knowledge/ Education** (including qualifications):

1. To be educated to GCSE Grade 4 or above in mathematics & English or demonstrate experience of using English at this level.
2. To hold a professional Catering Qualification and a certificate in Food Hygiene NVQ level 2.

##### **Work Experience:**

3. To possess experience of working in a high volume, fast paced Catering establishment.
4. To possess practical clerical and administrative skills.
5. To possess competent industrial baking and cooking skills, to be tested at the interview stage.

##### **Personal / Interpersonal Skills, Aptitudes:**

6. To demonstrate an ability to be friendly, sociable & welcoming to our customers.
7. To be able to build and maintain good relationships with all team members.
8. To be able to work calmly under pressure and to work at speed when required to do so.
9. To welcome and embrace change with a positive attitude.

**Special Skills:**

10. Must be physically fit, sufficient to be able to walk and / or stand for long periods unaided and must be able to lift & carry heavy objects.

**Other:**

- 11. Must be enthusiastic and passionate about making good quality food.
- 12. Overtime is available on occasions- including short notice and weekend work.

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

**Desirable Criteria**

*Where available, elements that contribute to improved / immediate performance in the job.*

**Knowledge/ Education** (including qualifications):

- 1. To possess a certificate in Food Hygiene NVQ level 3.

**Work Experience:**

**Personal / Interpersonal Skills, Aptitudes:**

- 2. To be able to demonstrate experience of working to own initiative as well as part of a team.

**Special Skills:**

N/A

**Other:**

N/A

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

### **Core Responsibilities/ Accountabilities**

#### **Operational:**

1. To work with the head chef and kitchen staff to produce high quality food for the staff and officers of Leicestershire Police with the emphasis on Homemade sweet and savoury produce.
2. To ensure that the kitchen is a safe and hygienic place to work, in accordance with the rules and regulations of the kitchen.
3. To assist with the constant development of the range of products available for our customers, to include trials of new homemade produce and to develop specifications of recipes.
4. To seek opportunities to increase turnover by incorporating current trends and new ideas.
5. To cover in the absence of the first Assistant Chef ,tasks shall be directed by the Head Chef and to cover tasks carried out by Kitchen Assistants as and when required in their absence.

#### **Management/Leadership:**

N/A

#### **Technical:**

6. To be able to taste sample all types of foods during the process of product creation and development. .

#### **Communication:**

- 7.To inform the Catering Manager of any equipment defects following the completion of daily H.A.C.C.P. Checks.
8. To recommend and implement changes and improvements to the Catering service following feedback from customers.
- 9.To undergo on and off the job training sessions as required by Leicestershire Police.

#### **Administration:**

10. To ensure that the Chef daily, weekly & monthly HACCP documents are kept up to date.
11. To ensure that the temperature records for foods and equipment are recorded daily and monitored regularly, in line with regulations.

#### **General:**

- 12.Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.
- 13.Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.
- 14.This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.
15. Be motivated to continually learn with enthusiasm and with a passion for food with the aim to improve the service provided by the Catering Department at Leicestershire Police.
16. Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role.

**Other:**

N/A

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

### Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

We analyse critically  
We are innovative and open-minded  
We are emotionally aware  
We take ownership  
We are collaborative  
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity  
Impartiality  
Transparency  
Social responsibility

### Other

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

- 1) Please select one - Recruitment Vetting (RV)  or Management Vetting (MV)
- 2) Please select one - Counter Terrorist Checks (CTC)  or Security Check (SC)
- 3) Please select one - Developed Vetting (DV)  or N/A

**Date line manager checked vetting level needed :**

**Car User:** Yes  / No  - Essential /Casual Allowance {per mile / day etc}: Please enter text here

**Budgetary Management:** Yes  / No  Budget Value approximate value £ 0

**Additional Information:** N/A

### Reasonable adjustments

Organisation Chart

Manager Level

Team Leader Level

Supervisor Level

Administration  
Level

Administration  
Level

Administration  
Level

Clerk Level

Clerk Level

Clerk Level