**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Trainee Chef</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Commercial Services</td>
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<tr>
<td>Grade:</td>
<td>RHUL 2</td>
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<tr>
<td>Accountable to:</td>
<td>Head Chef, Sous Chef, Chef de Partie, Demi Chef de Partie, Commis Chef</td>
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<tr>
<td>Accountable for:</td>
<td>Kitchen Porters</td>
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**Purpose of the Post**
To assist with the supervision the catering department with the effective delivery and service of food and beverages, in accordance with instructions from the line manager, as per the established standards and procedures.

**Key Tasks**

**Role Specifics**
- To work in the kitchen carrying out preparation and cooking of food in line with the menus set and ensure that the taste and presentation of all food delivers a wow factor to customers.
- To take responsibility for quality of food produced on shift.
- To work effectively with supervision.

**Day to Day**
- To assist and ensure your section of the kitchen produces and delivers quality food on the counter at the required times for counter/Banquet service.
- To organize workspace efficiently and complete own tasks on daily work schedule within time allocated.

**Operational**
- To ensure that all food produced by the recipe and has been tasted by yourself or counter tasted by a colleague, adjusting to correct levels prior to being delivered to the counter.
- To ensure any preparation as guided by line manager is completed
- To liaise with other chefs to ensure effective communication is established and maintained so that innovative ideas are shared and benefits are widely spread.

**Financial**
- To ensure appropriate stocks of food are maintained, controlled, secured and that stock takes are carried out in line with college procedures.
- To ensure Food Production Sheets are fully completed after each service.
- To engage in preparation and cooking of food whilst ensuring wastage is reduced to a minimum.

**Legislative/Compliance**
- To comply with all H&S legislation and procedures including but not limited to College HACCP systems and COSHH regulations.
- To ensure all work and store areas and equipment under your control are clean, tidy and comply with food safety, health and hygiene.
- To be responsible for your own Health and Safety and for those around you, demonstrating safe manual handling techniques at all times.
- To treat everyone fairly, working according to the principles of equal opportunity as outlined the Employee Handbook.

**Customer Focus**
- To maintain positive and enthusiastic communication with customers, colleagues and managers within yours and other units.
- To understand your colleague’s roles and responsibilities and co-operate with them with customer focus at the core of your actions.
- To promptly report any complaints to the Head Chef / Manager.

**Administration**
- To ensure accurate completion of Section Cleaning Schedules, Temperature Records and Kitchen Control Sheet as required. All administration will be completed either manually or using a computer.

**Demands of the Role**

Ensure compliance with college policies and procedures:
- To be aware of College and Departmental Values and Objectives and support their achievement.
- To familiarize yourself with all college policies and procedures and to ensure they are being adhered to on a daily basis.

Ensure the requirements of the Staff College Handbook are fulfilled at all times:
- To promote a smart and professional image of the College at all times especially when in front of customers including wearing the uniform issued to you and maintaining a high standard of personal hygiene.
- To enrol and work towards a nationally recognised vocational course appropriate to this position and the development needs of the role holder.
- To be physically fit and healthy to be able to perform in this post.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.
<table>
<thead>
<tr>
<th>Internal and external relationships</th>
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<td>The following list is not exhaustive but the post holder will be required to liaise with:</td>
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<tr>
<td>Front of house Manager and staff</td>
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<td>Conference Team</td>
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<tr>
<td>Commercial Services Maintenance Team</td>
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<td>Health and Safety Team</td>
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<tr>
<td>Student Union Representatives</td>
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<tr>
<td><strong>Job Title:</strong></td>
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<tr>
<td><strong>Department / Unit:</strong></td>
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| **Operational** | The Hub is open seven days a week and you will be required to work Five days from seven for the following operational periods:  
College Student Term Calendar  
College Open Days throughout the year  
Easter and Summer Language Schools |
| **Services Provided** | **College Student Term Calendar**  
The hub provides International Concept style food offers which is very individual to the customer. Service from counters from:  
**Monday to Friday**  
Lunch – 11.30am – 2.30pm  
Dinner – 5pm – 7.30pm  
**Weekends**  
Lunch – 11.30am – 2.30pm  
Dinner – 5pm – 7.30pm  
Times may vary subject to agreed services with the college  
The Hub provides Hospitality Buffet menus to lower half of Campus  
**Language Schools**  
To produce and serve an agreed menu for the client for the following services which  
Breakfast – 7am – 9am  
Lunch – 11.30am – 2.30pm  
Dinner – 5pm – 7.30pm  
Times may vary subject to agreements with the clients |
| **Shifts** | General Shift Patterns in the Hub are  
**Monday to Friday**  
8am – 4pm  
12pm – 8pm  
**Weekends**  
8am – 4pm  
12pm – 8pm  
These times may vary according to the needs of the business according to the college |
Department / Unit: Founders Kitchen

**Operational**
Founders is open five days a week and you will be required to work an occasional weekend for the following operational periods, depending on college business.
- College Student Term Calendar.
- College Open Days throughout the year
- Conference/Wedding season.

**Services Provided**
- **College Student Term Calendar**
  Founders provides a Home from Home food offer which is served from the counters from:
  - **Monday to Friday**
  - Lunch – 11.30am – 2.30pm
  - Dinner – 5pm – 7.30pm
  - Times may vary subject to agreed services with the college.
  - Founders provides Hospitality Buffet menus to the upper half of Campus

- **SCR**
  Provides a Home from Home style food for mainly academic staff served from the counter from:
  - **Monday – Friday**
  - Lunch - 11.30am – 2pm

- **Crosslands**
  Crosslands provides bar type food and grab & go type food. Which is served from the counters from:
  - **Monday – Friday**
  - Breakfast – 8am – 10.30am
  - Lunch – 11.30am – 3pm

- **Conference/Wedding season**
  These are functions that can be held over a seven day working week and times of functions are bespoke to the client

**Shifts**
General Shift Patterns for the Founders are:
- **Monday to Friday**
  - 7am – 3pm
  - 10am – 6pm
  - 12pm – 8pm
- **SCR:**
  - 7am – 3pm

- **Conference/Wedding season**
  Due to bespoke booking from clients shift patterns are allocated to the business required. If you work over your 35 hour contracted shift, then additional hours are paid at overtime rate
These times may vary according to the needs of the business according to the college

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<tr>
<th>Department / Unit:</th>
<th>Kingswood Kitchen</th>
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### Operational
Kingswood is open seven days a week and you will be required to work Five days from seven for the following operational periods:
- College Student Term Calendar
- College Open Days throughout the year
- Summer Language Schools

### Services Provided
**College Student Term Calendar**
Kingswood provides a Home from Home food offer which is served from the counters from:
- **Monday to Friday**
  - Breakfast – 7.30am – 10.30am
  - Lunch – 11.30am – 4pm
  - Dinner – 6pm – 7.30pm
- **Weekends**
  - Brunch – 11.30am – 2.30pm
  - Dinner – 6pm – 7.30pm

Times may vary subject to agreed services with the college

Kingswood provides hospitality buffet menus for The Blue Room.

**Language Schools**
To produce and serve an agreed menu for the client for the following services which
- Breakfast – 7am – 9am
- Lunch – 11.30am – 2.30pm
- Dinner – 5pm – 7.30pm

Times may vary subject to agreements with the clients

### Shifts
General Shift Patterns in Kingswood are:
- **Monday to Friday**
  - 7am – 3pm
  - 12pm – 8pm
- **Weekends**
  - 10am – 8pm

These times may vary according to the needs of the business according to the college
<table>
<thead>
<tr>
<th>Department / Unit:</th>
<th>Street Food Van</th>
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| Operational       | The Van is operational five days a week. You will be required to work for the following operational periods: 
College Student Term Calendar
College Open Days throughout the year |
| Services Provided | **College Student Term Calendar**
The Van provides International Street food style offers. Service from the Van from: 
**Monday to Friday**
Breakfast – 8am – 10am
Lunch 11.30am – 2.30pm
Times may vary subject to agreed services with the college |
| Shifts            | **General Shift Patterns in the Van are:**
**Monday to Friday**
6am – 2pm
8am - 4pm
These times may vary according to the needs of the business according to the college |