



## Westcott House JOB DESCRIPTION

*This job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.*

<b>JOB TITLE:</b>	<b>Assistant Chef</b>
<b>REPORTS TO:</b>	<b>Catering Manager</b>
<b>HOURS OF WORK:</b>	<b>37.5 hours per week term time only</b>
<b>CONTRACT TYPE:</b>	<b>Permanent Between 32 and 34 weeks per year, term time only</b>
<b>SALARY:</b>	<b>£25,995 per annum pro rata. Contracted pay between £18,316 and £19,462 per annum (includes rolled up holiday pay)</b>
<b>BENEFITS:</b>	<b>Non-contributory pension scheme and death in service benefit Meals during term time Free parking (subject to availability)</b>

### MAIN PURPOSE OF THE JOB:

- To assist in the provision of a well-run, excellent quality and cost-effective food service for students, staff and guests at Westcott House in term time. You will contribute to a hospitable service to a community that seeks to create the atmosphere of an extended family.
- Term time meals involve a basic breakfast, cooked lunch for 25-35+ covers, Monday – Friday, and cooked dinner for 10-15 covers, Monday – Wednesday and 40+ covers, on Thursdays. Numbers are expected to increase as the Church of England increases the numbers of people in training for ministry.

### KEY TASKS AND RESPONSIBILITIES:

- To prepare food to a good standard using locally sourced, seasonal and sustainable food where possible and obtained at competitive prices. To attend to nutritional balance and particular dietary requirements.
- To contribute to maintaining the dining room and all food preparation areas to the highest standards of hygiene, cleanliness and order, including monitoring fridge and freezer contents. To participate in cleaning, washing up and other duties as required.
- Keep up to date and employ best practice on relevant food, hygiene, health and safety and other relevant legislation and codes of practice.
- To provide teas and coffees and other occasional additional catering requirements of the College.
- To undertake any other appropriate tasks as required by the Catering Manager, Operations Manager or Principal.
- Participate in training as required, including basic Church of England safeguarding training and training designed to minimise occupational risks.
- To act at all times in the best interests of the College.

<p><b>PERSON SPECIFICATION</b></p> <p><b>Assistant Chef</b></p>
<p><b>Experience – type and depth of experience required to do the job:</b></p> <p><b>In your application, please include evidence of how you meet each of the essential criteria.</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a commercial kitchen.</li> <li>• Demonstrable track record in maintaining excellent standards in food safety and hygiene.</li> </ul>
<p><b>Special aptitudes required/personal disposition:</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Ability to contribute to, and maintain, a respectful, professional and inclusive culture in the kitchen, dining area and in interactions with all the college community.</li> <li>• Good communication, interpersonal and time management skills.</li> <li>• Have an understanding of the purpose and work of Westcott House and of the Church of England, and willingness to work to actively support that purpose and work.</li> <li>• Committed to the protection and safeguarding of all in the community.</li> </ul>
<p><b>Conditions</b></p> <ul style="list-style-type: none"> <li>• Your average working week is 37.5 hours, which includes working a shift pattern that includes some evenings.</li> <li>• You will be required to work on occasional weekends (e.g., two Open Days per year).</li> <li>• You will be required to work public holidays during term time.</li> <li>• It may be necessary to work additional hours from time to time (for which you will be paid overtime), when authorised by the college.</li> <li>• The Assistant Chef will be contracted to work between 32 and 34 weeks per year.</li> <li>• Generous employer funded pension scheme.</li> <li>• 25 days holiday plus bank holidays pro-rata paid out as rolled up holiday pay.</li> <li>• Probationary period of 26 weeks.</li> </ul>

July 2025