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| **Apprentice Commis Chef**  |

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| **Reporting to:** | The Head Chef |
| **Working Hours:** | Full time 39 hours per week – this includes time spent at College developing subject knowledge), 2-year fixed term apprenticeship. |
| **Salary:** | National Minimum Wage – Hourly Rate – Age Dependent |
| **Annual Leave:** | 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

To assist the Head Chef Responsible for the day to day operation of the College catering and snack bar facilities Including our catering offers for our busy commercial conferencing and events ensuring provision of good quality meals for students, staff and visitors.

This role is an Apprentice position so full training will be given.

1. **Duties and Responsibilities of the Job**

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| Prepare, cook and serve meals to a high standard. |
| As Directed by the Head Chef prepare menus appropriate to student needs and menus for other functions i.e. weddings and conferences, Considering the College goals in regard to promoting healthy eating and supporting local rural business by using local seasonal produce. |
| Ensure that everyone using the catering facilities is treated politely and courteously, be they students, staff or guests. |
| Ensure kitchen and wash-up areas are kept in a clean and hygienic condition. To keep up to date with food safety guidelines and legislation to ensure compliance. |
| Ensure the cleaning schedules are followed and tasks are completed. |
| Ensure that cleaning and food temperature records are kept. |
| Ensure food wastage is kept to a minimum by cooking only the appropriate number of meals and carrying out strict portion control. |
| Comply with food hygiene regulations by wearing the appropriate clean protective clothing while preparing and serving food.  |
| Ensure that all stock is stored appropriately and stock rotation procedures are followed. Ensure that all stock issued to other departments is recorded to enable stock records to be kept accurately |
| Be required to cover for functions requiring catering during holiday periods and at weekends and evenings. |
| Ensure that meal eligibility procedures for students, staff and guests are followed at all times  |
| Assist in all areas of the Catering operations Dining room /Snack bars/Function meeting rooms when required, and undertake manual handling takes as directed.  |
| Where required provide temporary cover in a similar capacity to complete catering services at the Colleges Outlet centres, at Netherfield & Stanmer park. |

1. **Training**

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| Attend classes at Sussex Downs College, and complete tasks leading to the successful completion of a NVQ Level 2 certificate in General Catering within the two-year contract period. |
| Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression. |
| Complete all mandatory training as required in line with College expectations. |

**3. Further duties**

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| To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of SMT. |
| To adhere to appropriate College policies including (but not limited to) safeguarding, equity & diversity, and health and safety. |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

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| **Essential criteria for the post** |
| A self-motivated, positive and pro-active attitude |
| Reliable and committed  |
| Possess good communication skills and able to interact with a wide range of people |
| Competency in English and basic maths  |
| Physically fit, able to work at heights and to work in all weather conditions. |
| Willingness to follow Health and Safety procedures including the correct use of personal protective equipment. |
| Able to work in a fast-paced environment  |
| Able to follow instructions  |
| Commitment to completing the apprenticeship and earning a formal qualification |
| To maintain a smart appearance and to act in a professional manner at all times |

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| **Desirable criteria** |
| Full UK manual driving licence  |
| Previous experience in a catering environment  |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are37.5 per week, 5 working days over 7 a week to include two Weekends a Month on a rota basis’s and some flexibility will be required to meet the needs of the business. Hours and working time will agreed with the Head Chef and catering manager, based on the needs of the business.

This is an all year-round post. There will be some evening and weekend working required to support Event functions and meetings as well as faculty activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.