

JOB DESCRIPTION

JOB TITLE	Second Chef
DEPARTMENT	Hospitality
REPORTING TO	Head Chef
MANAGING	Kitchen Team (when Head Chef not in)
SALARY SCALE	F4 14-19 (£23k - £26k) plus overtime and pension
PLACE OF WORK	Sabhal Mòr Ostaig

Job Purpose

To work with the Head Chef in providing the food service for the College; ensuring that a high standard of service is provided in an efficient and cost-effective manner in an environment that supports and motivates staff. To deputise for the Head Chef and deliver their responsibilities in their absence.

Key Duties and Responsibilities

Management

- Assist the Head Chef in managing all catering areas of the College.
- Report directly to the Head Chef and in their absence the Hospitality Manager
- Deputise for the Head Chef
- Assist with Catering administrative duties: staffing, staff rotas, staff uniforms, updating catering manual, in-house personnel procedures, purchase orders, invoicing and other administrative duties as appropriate
- Assist with the management, training and development of catering staff
- Ensure that staff are aware of the importance of their personal presentation and to ensure that all employees in the department adhere to the correct standards of dress and appearance
- Support the team to be committed and motivated
- Support the strategy and objectives of the College to deliver an immersive Gaelic environment to clients throughout its operations

Food Production

- Lead kitchen shifts, Preparing food and beverages, ensuring that the high standard of the catering operation is maintained
- Work with Head Chef to ensure meals provided offer value for money, variety, are nutritionally balanced and meet different dietary requirements.
- Work with the Head Chef to oversee and organise kitchen stock and ingredients, ensuring first-in first-out food rotation in place.
- Assist with monthly stock takes/controls and inventories as required
 - Ordering of food stuffs, beverages etc as required
 - Ensuring all stock is stored within prescribed standard
 - Inventory of cutlery/crockery and other equipment
- Keep waste to a minimum. Work with and make improvements to existing systems to facilitate waste reduction
- Strive to offer new food trends and ideas to clients, including vegan options, working with the Head Chef
- Gather and analyse customer and client feedback to make improvements, further develop standards and reflect market changes

Food Safety

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- Comply with legal and company standards in respect of Hygiene, Health & Safety, Employment Law and Food Safety Law
- Ensure that the department achieves the required targets in Quality Standards Audits and Hygiene, Health and Safety audits
- Monitoring cleanliness and good order of kitchen/cafeteria

Customer Care

- Utilise Gaelic where possible in communication with clients
- Establish good client relationships, including other departments and support services, looking to exceed customer expectations and provide excellent customer care
- Ensure through effective communication, that all department staff consistently demonstrate an excellent level of customer care and product knowledge
- Ensuring that all customers are treated with courtesy at all times

Training

- Identify other training and coaching required
- Participating in training as required
- Providing training and support for team members
- Have a commitment to Gaelic and attend in-house Gaelic classes and/ or short courses as appropriate

College Policies

- Comply with College operating policies and procedures, including the Gaelic Language Policy
- Communicate effectively policies and procedures with the Catering Team and ensure compliance
- Assist in the development of policies and procedures for the Catering Team as required
- Assist in ensuring financial controls are maintained ensuring tight control of resources

General

- Liaise with reception staff regarding:
 - College functions/events
- Liaise with Hospitality Manager regarding departmental matter as required
- Liaise with outside contractors to ensure full maintenance of equipment as required
- Participate in staff meetings
- Undertake any other reasonable tasks assigned by management

This is a description of the job as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by the line manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is Sabhal Mòr Ostaig's aim to reach agreement to reasonable changes, but where it is not possible to reach agreement Sabhal Mòr Ostaig reserves the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

Date: May 2022

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Personal Specification

Essential Skills

- Proven excellent catering skills, including cookery, stock management and working to budgets
- Management and organisational skills, including staff rotas, menu planning, planning workloads
- Ability to work on own initiative
- Ability to motivate and lead a team
- Good communication skills
- Training and coaching skills
- Ability to work to a deadline
- Ability to multi-task
- Previous catering supervisory skills
- Excellent customer care skills
- Ability to implement, monitor and improve health and safety practices, food hygiene and other regulatory requirements

Desirable Skills

- SVQs in Catering / Hospitality
- Spoken Gaelic, or a willingness to learn
- Food costing
- Computer Skills

Additional Information:

Weekly Hours

Our catering team works 35 hours per week. Weekly shifts include working the weekend. This may be in straight or split shifts dependent on requirements. Additional hours may be required at times to provide cover for annual or sick leave. Overtime is paid at time and a half on hours worked in excess of 35 hours in any given week. From October through to March is usually a quieter period, catering primarily to SMO's residential HE students. From April to September it is busier with weekly Short Courses and some conferences.

Annual Leave Entitlement

35 days paid leave, including public holidays, of which 10 days are taken at the Christmas/New Year holiday when the College is closed for 2 weeks.

Salary and benefits:

Scale F4 14-19 (£23k - £26k FTE) per annum dependent on experience.

Wages are paid on the last working day of the month into a designated bank account.

Accommodation is available on site if required, at a discounted rate. Service staff are entitled to meals whilst on shift.

SMO offers a range of additional staff benefits – details available on request.

The College has a pension scheme open to all staff. The College also makes a contribution to the scheme, in addition to the staff member's contribution.

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In the interests of helping staff maintain a high-quality standard of service, identify training needs and assist personal development, all personnel are given an annual appraisal with their supervisor.

Sabhal Mòr Ostaig endeavours to support you fully in your attainment of the Gaelic language and you will be offered a range of learning opportunities.

If you would like to find out more about this role before applying, please contact fios@smo.uhi.ac.uk / 01471 888250.

Please note that Sabhal Mòr Ostaig is an Equal Opportunities Employer.

Appointments will be subject to successful Disclosure Scotland checks and references.

Applications:

Please return your completed application via email to: obair@smo.uhi.ac.uk

Applications will be considered on receipt.

Human Resources
Sabhal Mòr Ostaig
Teangue
Isle of Skye
IV44 8QR

About the College

Sabhal Mòr Ostaig is a unique learning environment where all higher education provision and the running of the College is conducted in Scottish Gaelic. Sabhal Mòr Ostaig is situated in an area of outstanding natural beauty on the Sleat peninsula on the Isle of Skye.

College Mission

Sabhal Mòr Ostaig is committed to being a centre of excellence for the development and enhancement of the Gaelic language, culture and heritage, by providing quality educational, training and research opportunities through the medium of Scottish Gaelic; and by interacting innovatively with individuals, communities and businesses, to contribute to social, cultural and economic development.

Background

Founded in 1973, the College has become internationally recognised as a centre for the Gaelic language and culture. A small specialised college, Sabhal Mòr Ostaig is a provider of quality further and higher education and research opportunities. The College recognises the importance of maintaining a strong foundation for the Gaelic language, arts and culture as a whole and is involved in many related projects to this end.

Sabhal Mòr Ostaig is a modern, innovative college and is an academic partner of the UHI Millennium Institute. The College has excellent learning resources, including an exceptional library collection, on-campus accommodation and Gaelic-medium childcare facility.

Current student numbers stand at approximately 100 on full-time courses, about 300 on distance learning courses, and up to 900 enroll on short courses each year. The College has a diverse student population, with a cross-section of ages and different nationalities. Though most of our students come from within Scotland and the UK, Sabhal Mòr Ostaig has welcomed students from as far afield as North America, mainland Europe and Asia. Graduates of the College have gone on to Gaelic-related employment in many industries, adding their skills to the maintenance and development of the language.

A dynamic learning centre, Sabhal Mòr Ostaig seeks to contribute positively to a thriving and self-confident Gaelic community. A warm welcome is extended to all.