

JOB DESCRIPTION

JOB TITLE	Assistant / Trainee Chef
DEPARTMENT	Hospitality
REPORTING TO	Head Chef
MANAGING	Catering Assistants whilst on shift
SALARY SCALE	F3 10 – 14 (£21k - £23k), plus overtime and pension
PLACE OF WORK	Sabhal Mòr Ostaig

Job Objective

To assist in the smooth running of the kitchen, supporting the provision of food service for the College to a high standard, in a cost efficient and effective manner. This role is available as a trainee position.

Key Duties and Responsibilities

Food Production

- Preparation of food and beverages while adhering to relevant food hygiene regulations and ensuring the high standard of the catering operation is maintained
- Providing catering for full-time students, staff, conferences, College functions and external customers

Food Safety

- Compliance with Environmental Health Legislation and guidance, implementing Cooksafe on a daily basis and monitoring cleanliness and good order of kitchen/ dining room
- Ensuring all utensils, crockery etc. used in the kitchen and dining room are cleaned as required and stored as necessary
- Stores: Ensure that stores are kept clean and tidy, restocking shelves from deliveries, putting into operation stock rotation system (first in first out)
- Wearing uniform and/or personal protective equipment as provided by Sabhal Mòr Ostaig
- Maintaining the highest level of personal hygiene and work cleanliness

Supervisory and administrative duties

- Issuing staff with daily/weekly duties as required
- Assisting with Stock Control as required
 - Ordering of food stuffs, beverages etc. as required
 - Ensuring all stock is stored within prescribed standard and within current
- Stock taking and inventory control: Food stuff, cutlery/crockery and other equipment
- Till reconciliation, assisting in menu planning and costing, placing orders as required and any other administrative tasks appropriate

Customer Care

- Ensuring that all customers are treated with courtesy at all times
- Liaising with guests regarding their requirements, enquires, complaints and compliments to ensure customer satisfaction

Training

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- Participate in job-specific training (on-the-job or external courses) as required to reach expected standards. Support will be given to enable candidates to achieve recognised qualifications (SVQs etc)
- Attending training courses (health & safety, first aid etc) as required
- Having a commitment to Gaelic and attending in-house Gaelic classes and/ or short courses as appropriate

College Policies

- Understanding and complying with College Policies e.g. Health and Safety
 - Follow legislation regarding practices in the work place
 - Ensure use of equipment within manufacturers guidelines

General

- Undertake duties as allocated by the Head Chef / Second Chef, or depute in their absence
- Reporting any defects, damage, theft, breakages, lost/found property and hazards to Head Chef
- Liaising with reception staff and other departments regarding college functions/events
- Participation in staff meetings
- Undertake any other reasonable task 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

Personal Specification

Essential Skills

- Good cooking skills
- Previous catering experience
- Ability to work on own initiative
- Ability to work in a team
- Good communication skills
- Ability to work to a dead line
- Ability to multi task
- Good customer care skills
- Computer skills: basic knowledge of Microsoft Word and Excel

Desirable Skills

- SVQs in catering / hospitality
- Spoken Gaelic, or a willingness to learn

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- knowledge of menu planning and costing
- knowledge of stock control system

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 F3 10-14 (£21k - £23k FTE) per annum dependent on experience.

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

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.

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.

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 to via email to: obair@smo.uhi.ac.uk: Applications will be considered on receipt.

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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.