

|                        |  |
|------------------------|--|
| <b>JOB TITLE</b>       | Assistant Chef   |
| <b>DEPARTMENT</b>      | Hospitality  |
| <b>REPORTING TO</b>    | Head Chef  |
| <b>RESPONSIBLE FOR</b> | Catering Assistants whilst on shift                          |
| <b>SALARY SCALE</b>    | £23,483-£25,165  |
| <b>PLACE OF WORK</b>   | Sabhal Mòr Ostaig, Slèite, An t-Eilean Sgitheanach, IV44 8QR |

### **JOB PURPOSE**

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 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**

- 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

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

### 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 including public holiday (of which some are to be taken over the Christmas period).

### 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.

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.

The College has a pension scheme open to all staff.

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

**Sabhal Mòr Ostaig endeavours to support you fully in developing your Gaelic language skills and you will be offered a range of learning opportunities to this end.**