



Person Specification

This form lists the essential and desirable requirements needed to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Executive Chef

Department/Division: Catering/Residential and Catering Services Division
Accountable to: Head of Catering

Competency	Criteria	E/D
Knowledge and Experience	Foundation Degree/HND/HCIMA/BTEC in Culinary Arts, Food Management or equivalent	E
	Professional Cookery qualification (min) City & Guilds 706/2 or equivalent.	E
	Minimum of level 2 Food Safety Qualification, ideally Level 3/4.	E
	Food production and kitchen/catering management experience of restaurant and dining services on a similar scope and scale.	E
	An understanding of administration and financial responsibilities associated with kitchen management, including stock & related cost control.	E
	In-depth industry knowledge including current food trends and innovation within the catering industry.	E
	Excellent knowledge of food production techniques, employment legislation, health & safety, allergen, food safety legislation and HACCP.	E
	Track record of change management, team development and training.	E
	Passion for food and creativity and sharing of food knowledge.	E
	IT literate with a good understanding of industry relevant software systems and processes.	E
	Project management experience of developing restaurants and kitchens	D
Service Delivery	An understanding of seasonality, menu balance, ingredient variation / rotation, innovation / trends, texture colour and balance.	E
	Experience of continuous improvement through drive for achieving recognised accreditations and awards.	E
	Ability to manage and improve on modern, high quality food service standards.	E



	Able to develop and implement innovative food offerings to increase customer satisfaction.	E
	Trainer-training qualification or proven understanding of principles through experience	D
	Customer focussed and driven to provide excellent customer service.	D
	Experience of developing and implementing Sustainability initiatives	E
Planning and Organising Resources	Plan innovative menus that appeal to a youthful student focussed multicultural customer base.	E
	Develop hospitality menus that appeal to a range of tastes and budgets from students' receptions to high end dinners/corporate dining.	E
	A clear understanding of management KPI's, profit margins, purchasing policy, budgeting, costings, wastage, and cost controls to achieve efficient use of resources and budget targets.	E
	Ability to plan staff rotas and staffing levels efficiently.	E
	Experience of gathering customer feedback and implementing change	D
Teamwork and Motivation	Significant experience in managing staff, able to lead, inspire and motivate staff and provide support at times of pressure.	E
	Ability to deal tactfully and professionally with a wide range of people including students, staff, suppliers, and colleagues.	E
	Ability to review, train and develop individuals to achieve high performances and build teams constructively and professionally.	E
	Experience of HR systems and processes	E
Communication	Excellent liaison and networking skills in leadership, gained in a comparable role and work environment, with excellent skills to communicate effectively and courteously with all levels of staff, students, customers, suppliers, and colleagues.	E
	Good standard of English literacy both written and spoken	E

E = Essential: Requirements without which the job could not be done.

D = Desirable: Requirements that would enable the candidate to perform the job well.