

Chef and Menu Coordinator

We are happy to announce that Newbold College is gradually reopening after the recent pandemic, and students are returning to Campus. Conferences and other events are being booked so we are advertising for a candidate who is seeking a varied and challenging career in hospitality. This exciting position will require creativity with the opportunity to create bespoke menus and catering across all aspects of student life and campus-based events (from internal relations to conferences, special occasions and more). The successful applicant will develop a close and dynamic relationship with the College Event Manager to ensure that hospitality operations are executed with precision, care and passion.

Principal responsibilities include:

- Oversee menu planning to meet the expectations of students, staff and other customers in cooperation with the Estate management.
- Oversee the purchase of food and other supplies for maintaining adequate inventory.
- Oversee food preparation and serving of food in the cafeteria/Event areas.
- Prepare for special events in cooperation with the Event Manager.
- Operate the catering services within budget.
- Advise on the selection and purchase of new catering equipment as and when necessary.
- Report to the Campus and Estate Services Team all items needing repair and maintenance.
- Provide regular costing analysis of meals.
- Prepare stock sheets on the request of the Assistant Accountant.
- Oversee the modification of menus and the creation of new ones in cooperation with the Event manager that meet quality standards.
- Ensure the food services team follow Health and Safety and Hygiene regulations.
- Manage the servery during meal times.
- Serve on appropriate committees.

Selection Criteria

Essential

- Catering qualification, preferably in preparing healthy homemade cooked meals
- Proven work experience as a caterer and cook
- Respond efficiently to student, staff and customer complaints and resolve issues related to food quickly.
- Excellent record of kitchen management.
- Ability to work independently, manage multiple activities and maintain a professional appearance.
- Control cost and cut waste.
- Ability to work in a team.
- Nurture a positive working environment and lead by example.
- Good communication and interpersonal skills.
- Ability to maintain confidential information.
- Attention to detail
- Reliable
- Good understanding of useful computer programs (MS Office and POS)
- Flexibility of time where events may be outside normal working hours.
- Demonstrate ability to use cooking equipment.
- Sympathy with the principles and beliefs of the Seventh-day Adventist Church.

Desirable

- Financial management skills

APPLICATION PROCESS:

Candidates are requested to submit a letter of interest addressing the selection criteria and a CV (resume), including the names, addresses, emails, and phone numbers of two referees by 12 December 2021 to carsten.waern@outlook.com Newbold College, St Marks Road, Binfield, Bracknell, Berkshire, RG42 4AN.

- Starting date: by Arrangement
- Salary after qualifications
- Applicants must be able to demonstrate that they have right to work in the UK.
- **Deadline for receipt of applications is 12 December 2021**