

Job Description

Job Title	Bank Chef - £14.46 per hour	Code	CATBANK2
Subject/Service Area	Catering Department		
Reports to	Head Chef		
Accountable To	Head of Catering, Conferencing & Sports		

Purpose of Job
Reporting to the Head Chef, to provide Ad-Hoc kitchen support to the high-standard production of fresh, high-quality food, across all areas of operation (Quick Service restaurants, Fine Dining and Conferencing)
Key Tasks / Responsibilities
• The preparation and production of all food provisions to a high standard as directed by the Head and Deputy Head Chef. • Employs food safety best practices. • To act with appropriate caution in a dangerous environment where there are knives and high-temperature surfaces. • Works quickly and accurately during busy periods. • Takes on extra duties, such as cleaning, when the kitchen is short-staffed or the outlets are particularly busy. • Takes direction and works with the departments administrative team • To reduce quantities of wastage where possible. • To adhere to all catering procedures. • To take core cooking and blast chiller temperatures as requested. • To ensure the effective use of catering equipment and machinery. • To maintain excellent working relationships • To ensure food is ready in time for service. Examples of Work Performed relating to Key Tasks: The preparation and production of all food provisions to a high standard as directed by the Head and Deputy Head Chef. • Washing, peeling, chopping, and portioning raw ingredients (vegetables, meats, seafood) ahead of service. • Executing specific recipes and cooking methods (grilling, frying, baking, sautéing) to meet prescribed quality and flavour standards. • Plating and garnishing dishes consistently according to established specification sheets. Employs food safety best practices. • Labelling, dating, and properly storing all raw and prepared ingredients (following FIFO—First In, First Out).

- Preventing cross-contamination by using designated cutting boards and colour-coded utensils for raw meats, fish, and cooked goods.
- Maintaining proper personal hygiene, including frequent handwashing, wearing clean aprons, and using hair restraints.

To act with appropriate caution in a dangerous environment where there are knives and high-temperature surfaces.

- Using knives safely.
- Announcing movements across the kitchen (e.g., calling "behind," "hot," or "sharp") when transporting hot pans or equipment.
- Ensuring oil fryers, burners, and ovens are operated using heat-resistant gloves and protective gear.

Works quickly and accurately during busy periods.

- Managing multiple ticket orders simultaneously under peak service pressure without omitting guest modifications.
- Maintaining an organised station setup (*mise en place*) to restock ingredients smoothly during lunch or dinner rushes.
- Communicating ticket statuses clearly with line cooks and teams to maintain steady meal pacing.

Takes on extra duties, such as cleaning, when the kitchen is short-staffed or the outlets are particularly busy.

- Assisting dishwashing staff with clearing, washing, and sanitizing pots, pans, and service ware.
- Deep cleaning prep stations, sweeping/mopping kitchen line floors, and emptying trash or recycling bins.
- Stepping in to cover prep tasks or basic line duties outside your designated station when demand spikes.

Takes direction and works with the departments administrative team

- Completing daily kitchen logs, sign-in sheets, or shift handover documentation accurately.
- Reporting stock shortages, broken equipment, or delivery discrepancies directly to management.
- Following administrative protocols regarding shift scheduling and uniform standards.

To reduce quantities of wastage where possible.

- Measuring and portioning ingredients precisely according to recipe specifications.
- Repurposing safe food trimmings into stocks, sauces, or staff meals where appropriate.
- Storing perishables at optimal conditions to extend shelf life and avoid premature spoilage.

To adhere to all catering procedures.

- Following standard operating procedures (SOPs) for batch cooking, holding, and transport of catered dishes.
- Setting up buffet stations, hot-holding units, or banquet service plates according to event guidelines.
- Ensuring food meets catering event timelines and presentation requirements.

To take core cooking and blast chiller temperatures as requested.

- Inserting calibrated digital probe thermometers into the thickest part of cooked proteins to verify safe internal temperatures.
- Monitoring and logging probe temperatures when rapidly chilling prepared foods in blast chillers within required timeframes.

- Recording all temperature readings in official HACCP/food safety logbooks.

To ensure the effective use of catering equipment and machinery.

- Operating kitchen machinery (e.g., slicers, food processors, combi ovens, mixers) according to safety manuals.
- Dismantling, cleaning, and reassembling equipment parts correctly after each use.
- Conducting basic routine checks before operation and reporting mechanical faults immediately.

To maintain excellent working relationships

- Communicating respectfully and constructively with kitchen colleagues, front-of-house staff, and managers.
- Supporting teammates during service rushes to foster a collaborative, positive environment.
- Receiving constructive feedback from senior chefs professionally and implementing improvements quickly.

To ensure food is ready in time for service.

- Setting up prep timelines and prioritising high-effort tasks early in the shift.
- Monitoring cooking times continuously so all components of a dish finish simultaneously for service.

To undertake any other duties commensurate with this post and as requested by management.

This List is in no means exhaustive and other related tasks can be added.

Materials, resources & equipment to be used

A wide Variety of Catering Equipment

Regular contacts (internal / external)

University Staff
Students
VIPs
Other Guests

Staff Reporting to Post holder

Service Assistants
House Works Employees

Name

Gary Pace

Title	Head of Catering & Conferences
Signature	G J Pace
Date	07.10.26

Please complete and return to Human Resources

Thank you

Liverpool Hope University

Human Resources, Hope Park, Liverpool L16 9JD

tel: 0151 291 3390/3661 (24 hours)

e-mail: jobs@hope.ac.uk

www.hope.ac.uk

