



LIVERPOOL
HOPE
UNIVERSITY

1844

Recruitment Pack

CHEF SUPERVISOR

Job Reference: 5CAT21A

Closing date: Sunday 18th October at 12.00

www.hope.ac.uk





POST: CHEF SUPERVISOR

STARTING DATE: Available immediately

SALARY RANGE: £25,804 - £28,031 (Grade 4) per annum

TYPE OF CONTRACT: Permanent

WORK PATTERN: Annualised hours, 1820 hours per annum

REPORTS TO: Chef Manager

The Post

Liverpool Hope University is special institution, grounded in history and driven by a values-led approach to educational delivery.

Our Place Bar & Kitchen at Liverpool Hope is looking for a dynamic Chef Supervisor to help lead one of Liverpool Hope University's premier student social hubs. This is a fast-paced role where high-quality food meets a vibrant atmosphere, offering a creative career move where no two days are the same.

As Chef Supervisor, you will work closely with the Chef Manager and the broader *Eat at Hope* team to drive daily operations, maintain exceptional culinary standards, and bring fresh ideas to life. You will be at the forefront of promoting new concepts within our busy 220-cover venue, actively pitching seasonal specials, craft drink promotions, and event-themed menus tailored to student food trends.

Your day-to-day focus will centre on quality and consistency across our entire offering, from scratch-made, hand-stretched pizzas cooked front-of-house in our theatre kitchen to gourmet burgers, loaded fries, vegan dishes, and milkshakes. Alongside hands-on meal prep and kitchen supervision, you will ensure full compliance with food hygiene, health and safety legislation, and licensing requirements. During out-of-term periods, you will switch gears to assist the Head Chef with the university's prestige conference and events division, catering everything from summer schools to high-profile VIP functions.

What We Are Looking For

We are seeking a hands-on chef with flair, enthusiasm, and a genuine passion for food and customer service. You should possess a solid understanding of current food trends, alongside proven experience maintaining strict compliance and hygiene standards in a busy hospitality setting. Flexibility and a positive, professional manner are essential, as is the drive to motivate team members and deliver an outstanding venue experience every shift.

Hours, Contract & Benefits

This post offers a full-time annualised hours contract of 1,820 hours per annum (averaging roughly 35 hours per week). The annualised structure allows for longer shifts during peak term times and shorter hours during quieter periods, all while keeping your basic monthly salary completely steady throughout the year. Term-time rotas typically run Monday to Friday across balanced early, mid, and late shifts (such as 8:00am–3:30pm, 9:00am–4:30pm, and 12:00pm–8:00pm), with occasional weekend work required for University Open Days or weekend events. You will also enjoy a generous institutional closure, of a two-week Christmas shutdown (current arrangement 26/27 uses just three days of annual leave, with the rest covered by bank holidays and paid discretionary liturgical days).

Job Description/Key duties of the post

Purpose of Job
To lead kitchen operations and drive high volume food service within a fast-paced campus restaurant and bar, working under the direction of the Chef Manager. This role is primarily focused on the kitchen- overseeing the efficient high standard production of fresh high-quality food including hand stretched pizza, gourmet burgers, salads and loaded fries. You will provide hands-on management to student team members, leading by example to ensure rapid service standards during peak hours and fostering a well-coordinated, motivated kitchen team.
Key Tasks / Responsibilities
Menu planning Assists the Chef Manager in providing the following: • Organising seasonal food and drink promotions and specials, • Experiments to deliver new and exciting menu items and drinks • Actively keeps up to date with food and drink trends and emulates within the restaurant. • Maintains the high quality that the restaurant is known for. • Be receptive to new ideas. Production of food and drinks • Works daily in the kitchen / bar environment producing food from the menu, and drinks from the bar. • Keeps cooking & drinks bar areas stocked, especially during peak operation hours. • Ensures that dishes are to specification, with no under or over portioning. • Ensures that alcoholic drinks are served to specification. • Ensures that pizza dough and sauce recipes are followed correctly. • Ensures that order checks are completed in a timely manner for table service staff to deliver. • Provides hands on supervision to the bar area, is the responsible staff member of an evening. Manage & Motivate Staff • Under the direction of the Chef Manager, provide guidance & direction to members of the team. • Maintains excellent working relationships with the team. • Works quickly and accurately during peak service times. • Takes on extra duties such as cleaning down when the kitchen is short-staffed or particularly busy.

- Ensures open lines of communication are maintained between staff.
- Be flexible in working patterns

Supervision

- Sets good example for the staff with regard to punctuality, attendance, attitude and hygiene.
- Trains new staff & Hope Works Students in methods and procedures.
- Promptly deals with any breaches of staff conduct.
- Promotes and practice relevant health and safety and fire safety standards.
- To provide induction training for new staff, and complete skills checklists within their first month of employment.
- To assess training needs of team and report to the Operations Manager.
- To direct, control and organise all staff within your area and to ensure that the required standards are achieved and maintained.
- To advise staff of unavailability & composition of dishes, information relation to allergens and any other relevant information in order to ensure the efficient operation of the outlet.

Stock Management

- Ensures that allergen documentation is updated to reflect any changes in items ordered.
- Ensuring that stock rotation patterns are adhered to
- Helps to ensure that outlets are stocked and appealing to the customer
- Taking temperatures of chilled and frozen stock deliveries
- To assist with keeping the stores, cupboards and associated equipment in a clean tidy state, paying particular attention to hygiene, and checking these areas for cleanliness on a daily basis.

Health & Safety

- Ensuring the correct completion of the days due diligence documentation
- Takes core cooking and chiller temperatures and records as required.
- Ensures rubbish is removed from the kitchen and restaurant and disposed of correctly.
- Washes cooking and service equipment.
- Acts with appropriate caution in a dangerous area where knives and high temperature fryers are present.
- Following all University policy and procedures relating to H&S
- Completion of mandatory training packages

Security responsibilities

- Key holder of the restaurant during shift time.
- Fully trained in GDPR procedures.
- Opening up and locking down of the area
- Personal Licence holder (Alcohol)

Hospitality & Delivery Service

- Ensuring that you are familiar with the catering hospitality system (Acacia)
- Ensuring that you are familiar with the catering delivery system (Vine)
- Preparing food for delivery across the University

Instruct and guide new starters

- Provide a friendly colleague to colleague approach to the direction of Hope Works employees
- Offer shared knowledge of work-related tasks if appropriate.
- Highlight any concerns with new staff to a supervisor

Providing Outstanding Service:

- Willing and able to provide a professional, friendly and quality service to students, staff, commercial customers, visitors and suppliers. Displaying a positive 'can-do' attitude and tailoring the service to suit differing customer needs.

Problem Solving:

- Able to remain calm under pressure and use initiative to overcome issues. Being proactive to ensure problems are not repeated and able to make suggestions on how we can improve.

Being Adaptable & Flexible:

- Being open to new ideas and ways of working. Able to respond to shifting priorities and support colleagues when required.

Doing the Right Thing:

- Being aware of how your behaviour impacts others. Showing respect and tolerance, being open and honest.

Caring

- Having a genuine desire to support others well-being. Being kind and compassionate to colleagues and customers.

Teamwork

- Building effective working relationships. Working co-operatively with a wide range of inter-personal skills.

Developing self and others:

- Showing commitment to own development. Seeking and accepting feedback.

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 Hope Works Employees

Person Specification

Methods of assessment

Application form **(A)** Interview **(I)**

	Essential(E)/Desirable(D)	Method of assessment
Educational & Training Requirements		
Excellent literacy and numeracy skills	E	A
NVQ in Hospitality & Catering (Level 3) or City & Guilds 706-1 & 2 or equivalent	E	A
Personal Licence Holder	D	A
Basic Food Hygiene Certificate	D	A
Experience	Essential(E)/Desirable(D)	Method of assessment
Proven experience of quality fast food cooking in a restaurant setting.	D	A/I
Significant experience within a similar catering role.	E	A/I
Experience of forming effective working relationships within and across teams	E	A/I
Skills and Knowledge	Essential(E)/Desirable(D)	Method of assessment
Have a moderate level of IT Skills including using Microsoft Office, including email, Word and Excel.	D	A/I
An excellent level of knowledge of special dietary requirements	E	A/I
Good knowledge of stock control procedures	E	A/I

Experience of working to financial constraints and budgets	D	A/I
Exceptional customer service skills	E	A/I
Exceptional food preparation skills	E	A/I
Able to use own initiative and work without direct supervision	E	A/I
Ability to communicate clearly in plain English, both verbally and written, with a range of audiences	E	A/I
Good working knowledge of current health and safety legislation including food safety	E	A/I
Awareness of best practice in the hospitality industry	E	A/I
Team player with an ability to empower & motivate others and to build effective relationships and communication with all levels of staff within the University and externally	E	A/I
Self motivated, keeps up to date with current food trends	E	A/I
Any other requirements	Essential(E)/Desirable(D)	Method of assessment
Willingness to undertake appropriate training and development as and when required	E	A
Flexible, well organised and adaptable approach to work duties and hours of work	E	A/I
Honest & trustworthy with a professional approach & attitude and smart professional appearance	E	A/I
Proven ability to work under pressure and to deadlines and to prioritise and manage personal workloads	E	A/I
Commitment to providing a high quality student experience underpinned by the mission and values of the University	E	A/I
Full, clean Driving Licence	D	A/I

Contact for Queries

Gary Pace

Head of Catering and Conferences

paceg@hope.ac.uk

Conditions of service:

This post is based at Hope Park campus. However, you may be required to work in other areas of the University as and when required.

The post is permanent, subject to the normal probationary period of 12 months.

Salary scale for this post is £25,804 to £28,031 (Grade 4) per annum. New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. A higher salary will not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and **supported by evidence**. Salary is payable monthly in arrears by bank giro credit on and around the 20th of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 28 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

Further Information

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.

Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;

- to be a national provider of a wide range of high-quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;
- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

Liverpool Hope's Values

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

Equality and Diversity

Consistent with its Mission, Liverpool Hope strives to be a University where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

Health and Safety

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties

Sustainability

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

Benefits of working at Liverpool Hope University

Liverpool Hope offers its employees a full range of benefits:

Pay and Pensions

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

Home and Family

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements

Training and Development

- Induction training for all new staff
- Staff development opportunities

Health and Well-Being

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

Library services

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning

Car Parking

All users of University car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us, you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.

How to apply

You can download the application form by the link below:

[How to apply](#)

Useful Links

www.hope.ac.uk/lifeathope/welcome

<https://www.hope.ac.uk/gateway/staff/peopleservices/>

www.hope.ac.uk/jobs





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