JOB DESCRIPTION

Job Title:	**Assistant Chef**
Responsible to:	**Chef Manager**
Department:	**Catering**
Salary Grade:	**Grade C**

JOB ROLE

The Assistant Chef will support the chef manager in preparing and serving high-quality meals for students, staff, and visitors at Sandwell College. The postholder will assist in the preparation, cooking, and presentation of food, ensuring compliance with food hygiene, health and safety standards, and College procedures. This role requires teamwork, flexibility, and a passion for providing a welcoming and efficient catering service.

KEY DUTIES

1	Assist in the preparation and cooking of meals in accordance with agreed menus, dietary requirements, and portion control
2	Maintain high standards of hygiene and cleanliness in all food preparation and service areas
3	Support in the setup, service, and clearing of food counters and kitchen areas
4	Assist with the receipt, checking, and storage of deliveries, ensuring stock is rotated and waste minimised
5	Follow food safety procedures and maintain accurate records as required
6	Work collaboratively with the catering team to ensure a smooth, efficient, and friendly service
7	Serve food to customers in a courteous and professional manner
8	Report any maintenance or equipment issues to the Catering Manager promptly
9	Support special events and hospitality bookings as required
10	Attend mandatory training sessions and staff briefings
11	Ensure compliance with allergen control procedures
12	Cover for the Chef Manager in absence or annual leave
13	Undertake any other duties within the scope of the role, as directed by the Chef Manager

STANDARD CLAUSES – All Job Descriptions

All employees of Sandwell College are required to:

1	Comply with all College policies, procedures, and codes of practice.
2	Comply with the College's Health and Safety Policy and all associated procedures and guidelines. Employees are responsible for their own health, safety, and welfare, and

	must take reasonable care to avoid acts or omissions which may adversely affect the health and safety of others.
3	Promote and safeguard the welfare of children, young people, and vulnerable adults within the College environment.
4	Comply with data protection legislation, ensuring the secure and responsible handling of personal and sensitive information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act.
5	Actively support and promote equality, diversity, and inclusion in line with the College's values and strategic objectives.
6	Participate fully in staff development and training programmes as part of continuing professional development (CPD) to enhance personal skills and professional effectiveness.

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1.	**Qualifications**		
1.1	Basic Food Hygiene Certificate	✓	
1.2	NVQ Level 2 in Catering or equivalent	✓	
1.3	First Aid Certificate		✓
2.	**Experience**		
2.1	Experience of working in a commercial or educational catering environment	✓	
2.2	Experience of handling and preparing food for large groups	✓	
2.3	Experience of working as part of a team	✓	
2.4	Experience of following health and safety procedures in a kitchen setting	✓	
3.	**Skills/Abilities**		
3.1	Ability to prepare and cook food to a high standard	✓	
3.2	Good organisational skills and attention to detail	✓	
3.3	Ability to follow instructions and use initiative	✓	
3.4	Good communication and customer service skills	✓	
Shortlisting Criteria		**Essential**	**Desirable**

4.1	Flexible and adaptable approach to work	✓	
4.2	Positive and proactive attitude	✓	
4.3	Reliable, punctual, and professional	✓	
4.4	Commitment to high standards and continuous improvement	✓	
4.5	Ability to remain calm under pressure	✓	
4.6	Willingness to assist with evening duties, including open evenings, interviews, and enrolment events	✓	
4.7	Ability to work between multiple sites at short notice	✓	
4.8	Willingness to work flexibly	✓	
	High levels of personal integrity and ability to maintain a high level of confidentiality as required, applying discretion and judgement	✓	