



UNIVERSITY OF SALFORD STUDENTS' UNION

APPLICATION PACK:
Chef

July 2017

Notes for Applicants

SECTION 1: THE STUDENTS UNION

We hope that by reading this information it will tell you a bit more about how the Students' Union works and how it is governed and managed.

1.1 The Students' Union

The University of Salford Students' Union is the independent representative body of students at the University of Salford. The Students' Union is a registered charity.

Our Mission (why do we exist):

We exist to serve students and inspire them to lead their development

Our Vision (what we want to be): to be.....

“the outstanding organisation in the UK for delivering a positive student experience.”

Our Values:

The best thing about the University of Salford Students' Union (USSU) is our culture. As we grow, we want to have a culture that we are proud to share with anyone who touches the Students' Union.

We have six core values to define what exactly the USSU culture is. They are reflected in everything we do and every interaction we have. Our core values are always the framework from which we make all of our decisions.

We are.....

- **Passionate:** being enthusiastic and believing in students
- **Devoted to Integrity:** owning our behaviour and practicing what we preach
- **Dedicated:** having an in-depth understanding of **all** our students and their needs
- **Ambitious:** using innovative thinking to be the best
- **Open:** being transparent, accountable, sharing ideas and information
- **Enthusiastic about Equality:** bringing fairness and equality of opportunity into everything we do

The Union's new Strategic Plan for 2015 - 2018 states that the Union will achieve its mission by pursuing four themes:

- Support students to build authentic communities
- Provide opportunities for all students to create life changing experiences for themselves and others
- Provide a strong, democratic voice for students at local and national level
- Encourage students to take care of their wellbeing

1.2 Governance

The Union is democratically controlled by its members through the annual election of a team of student representatives who form the Union's Trustee Board. The membership of the Trustee Board is as follows:

- Five Sabbatical Trustees (1 x President, 4 x Vice Presidents)
- Four Student Trustees
- Four Non Student Trustees (appointed by the sabbatical and student trustees)

The Trustees determine policy for all areas of Union activity. The Sabbatical Trustees are full time officers of the organisation and work for the Union for a year either during or at the end of their degree course in order to represent students on a full time basis

The Sabbatical Trustees work alongside the permanent Union staff to implement and carry out the strategy and policies set by the Trustee Board. The permanent staff team is managed by the Chief Executive, who is directly accountable to the Trustee Board for the Union's performance.

1.3 Finance & resources

The Union receives an annual grant from the University to fund its activities, and has an annual turnover from its commercial operations in excess of £2m. The grant and the surpluses generated from the commercial operations enables the Union to spend over £900,000 on the direct provision of student representation, recreation and development activities. 35 people make up the permanent staff team and approximately 70 student casual staff members are employed on a seasonal basis. The Union has approximately 19,000 student members and provides services to a further 2,500 people who work in the University.

The Union's offices are located on the main University campus, with some of its commercial services located elsewhere around the University. Staff may be required to work at any of these locations either temporarily or permanently, however, the Union does take personal circumstances into account as far as possible when deciding who works where.

1.4 Student services

The Union is involved in a very wide range of activities. Its core purpose is to represent students and provide activities for them to enhance the student experience. The Union organises campaigns on issues of concern to the generality of students, administers the work of over 110 different student activity groups, trains and develops over 700 student representatives and operates a Student Advice Centre.

The Union's commercial activities and interests include three shops and a food led licensed venue. The Union also has commercial partnership agreements enabling it to house a print shop and a hairdresser within its building.

1.5 Our Strategic Plan/ Staffing Structure

The organisation is currently undergoing staffing re-structure to support the delivery of the strategic plan. This post is specifically aligned to the enabling theme 'relationships and reputation', but the post holder will be expected to work to support the delivery of all core strategic themes. These are:

Supporting students to build authentic communities

Goal One: Develop a vibrant USSU, providing excellent accessible facilities, activities and services that are friendly and meet the aspirations of all our students.

Goal Two: Create extensive opportunities for students to engage with USSU, and build communities anywhere, 24 hours a day, 7 days a week.

Opportunities to create life changing experiences

Goal Three: Develop a vibrant student community by providing sport, activities, volunteering and employment opportunities

Goal Four: Build a culture that encourages new ideas and captures the energy of our students and staff to create an innovative and responsive Students' Union.

A strong, democratic voice for students at local and national level

Goal Five: Champion student interests, providing all students with a strong effective voice by supporting and empowering them, collectively and individually.

Goal Six: Embed democracy at the heart of USSU; valued by all our students and staff.

Encourage and enable students to take care of their wellbeing

Goal Seven: To engage students in considering their wellbeing as a way of helping to reach their full potential.

Goal Eight: To ensure all students have access to the right advice, services and activities to support their wellbeing.

Our key enablers are:

Systems and Resources

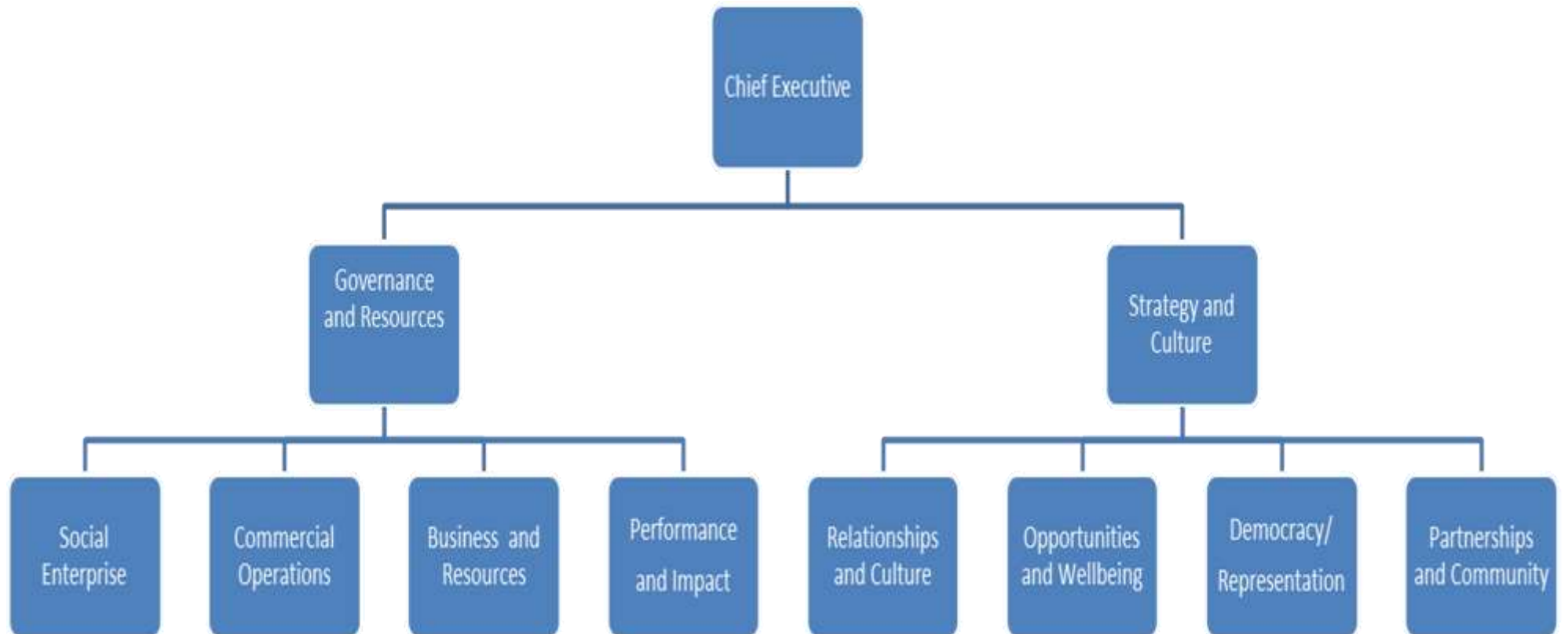
People and Culture

Relationships and Reputation

A full copy of our strategic plan can be found at

<http://www.salfordstudents.com/about/governance/strategicplan>

The new staffing structure is shown on the next page.



Section 2

UNIVERSITY OF SALFORD STUDENTS' UNION

Job description: Chef

1. **Job Title:** Chef
2. **Responsible to:** Kitchen Manager
3. **Responsible for:** Student staff (various)
4. **Purpose of Post:** To support the operation of the kitchen and catering service offered by Atmosphere ensuring a services which is of high standard and in line with Union processes, procedures and values

5. Main duties and responsibilities:

Service Provision & Compliance

- Under the direction of the Kitchen Manager and Department Head deliver the food service and ensure meals are prepared and cooked to specification whilst maintaining a safe and hygienic working environment.
- To maintain an up-to-date knowledge of products, services and the sector
- To comply with Students Union's internal procedures and all external legal requirements to include Health & Safety, Food Management, Fire Safety and Licensing regulations
- To ensure results are delivered through exceptional customer service to our diverse membership and leading ethical and business practices
- To provide support to other staff in the delivery of an effective food and catering operation
- To constantly strive to offer our members and customers an exciting and vibrant experience through the generation and development of new ideas
- To keep up to date paperwork and records relating the delivery of the service and own personal development.
- To assist the Kitchen Manager in driving the performance and development of the Union Food Offer to increase turnover and profitability

Financial Processes

- To understand budgets and key targets relating to the catering offering
- To assist in the control of wastage and keeping accurate records
- To assist in collation and prompt processing of all records and finance information including but not limited to invoices and deliveries to the relevant sections of the Union
- To assist in ensuring food is delivered to specification ensuring gross profit is maintained

Working Relationships

- To maintain good working relationships with the venue staff teams and take direction as instructed
- to deliver consistent service standards for day to day for the catering offer ensuring a consistent and high quality experience for all members and service users
- To maintain and foster productive working relationships across the organisation

Values

- Personally role model the Students' Union values.
- To embed the organisation's values within all service standards

Other Duties

- To abide by the Students' Union constitution, policies and procedures at all times and contribute to the positive image of the Students' Union with the students, the University, the local community and wider stakeholders
- To undertake such other duties of a comparable nature as may be requested by the Union Management Team from time to time.

Equality and diversity statement

We care about the diversity of our members and staff and believe that what makes us different is what makes us better. We are committed to providing a workplace that embraces diversity, is enthusiastic about equality and promotes opportunity for all.

Our organisation (University of Salford Students' Union - USSU) welcomes applications from black and minority ethnic candidates as they are under-represented within the USSU workforce.

We will provide equality of opportunity and will not tolerate discrimination on grounds of gender, gender identity, marital status, sexual orientation, race, colour, nationality, religion, age, disability, HIV positivity, working pattern, sub culture, caring responsibilities, political beliefs – or any other grounds.

We will demonstrate our commitment by:

- promoting equality of opportunity and diversity within the environment we operate in
- treating our customers, colleagues and partners fairly and with respect
- building a workforce which reflects our students, aiming for even representation
- encouraging recruitment from groups currently under-represented
- promoting an environment free from discrimination, bullying and harassment, and tackling behaviour which breaches this through our senate sanctioned Zero Tolerance policy
- recognising and valuing the differences and individual contribution that people make
- ensuring people have a healthy and nice environment to work, develop and grow in through our 'great place to work' measures

- operating above and beyond our charitable and legislative requirements and best practice
- expecting and receiving excellence from all staff on these commitments – ensuring all staff are personally responsible for promoting these principles

Person Specification

Applicants should demonstrate evidence of the following criteria in their applications. We will use a range of selection methods to measure candidates' abilities in these areas including reviewing your online application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

E is Essential, D is Desirable

	E	D	Tested by
Qualifications and Experience			
Good general level of education	x		A
A First Aid Certificate or willingness to undertake relevant training.		x	A
Proven experience in a customer focused role with food sales	X		A/I
Food Hygiene Level 2		x	A / I
Experience of working in Students' Unions		x	A / I
Previous experience of working within regulations around Health and Safety, fire safety and food hygiene in accordance with legislation	x		A/I
12 months Chef Experience or experience in a successful high volume Kitchen & catering operation	X		A / I
Skills and Abilities			
Ability maintain positive relationships with staff	X		A/I
Ability to manage tasks and priorities	X		A/ T
Ability to work in a team	X		A/I/T
Self-motivated and self reliant	X		A/I/T
Ability to analyse and solve problems	X		A/I/T
Good interpersonal and communication skills	X		A/I/T
IT competent with a good working understanding of Microsoft Office.		X	A/T
The ability to keep records and other resources in a secure and appropriate manner.	X		A/I/T
Knowledge and Understanding			
A knowledge of customer service, finance and catering operations	x		A/I/T
A knowledge of relevant H&S, Risk Assessment, Food Hygiene and Fire Regulations.	X		A/I/T

Up-to-date with current trends and recent commercial developments as they pertain to catering, food and industries.	x		A / I
Values and personal qualities			
Desire to work within a democratic student led environment.	X		I
Understanding and commitment to equal opportunities.	X		I
Desire to work within an organisation servicing a culturally diverse membership.	X		I
Committed, positive, outgoing and approachable with a 'can do' attitude.	X		I
Demonstrably high standards of personal integrity.	X		I
Highly motivated to deliver success	X		I

Tested by: A (Application form), P (Presentation), I (Interview). AC (Assessment Centre),
T (Trail)