



ABBHEY COLLEGE IN MALVERN

Abbey College in Malvern Ltd.
253 Wells Road Malvern Wells
Worcestershire WR14 4JF
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Assistant Chef / Residential or Non-Residential Job Description

Purpose:

To support the Head Chef in delivering high-quality meals and an excellent dining experience for students, staff, and visitors. The Assistant Chef will assist with food preparation, cooking, food service, and maintaining the highest standards of hygiene, safety, and customer service while ensuring compliance with food safety regulations. The Assistant chef will also be the chef on the weekend.

This position can include residential accommodation by request.

Key Responsibilities

- Prepare, cook and present meals to the required standards, following approved recipes and portion controls.
- To be the weekend chef.
- Ensure methods of food preparation and presentation are of a consistently high standard whilst working within agreed budgets.
- Assist the Head Chef with the planning and preparation of breakfast, lunch, dinner and special event catering.
- Prepare all working, service and dining areas prior to service, ensuring equipment and products are available throughout the service period.
- Assist with serving food and beverages to students, staff and visitors, maintaining excellent customer service at all times.
- Assist with stock control, stock rotation, stock takes, and the checking and receiving of deliveries.
- Assist with ordering food and kitchen supplies as directed by the Head Chef.
- Attend daily briefings to ensure awareness of menus, dietary requirements and operational requirements.
- Ensure deliveries are received, checked and stored in accordance with College procedures and HACCP regulations.
- Maintain high standards of food hygiene, cleanliness and organisation throughout the kitchen, dining areas and food preparation areas.
- Clean and maintain kitchen equipment, utensils, preparation areas and storage facilities to the required standards.
- Ensure all areas under your responsibility are left clean, safe and tidy at the end of each shift.
- Work within all Food Safety, HACCP, COSHH and Health & Safety regulations at all times.
- Support menu development by contributing ideas for new dishes, themed menus and seasonal events.

Produced by:	DB	Date:	03/01/2021	Checked by:	MNJ	Date:	12/06/2026	Approved by:	MN	Date :	12/06/2026
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Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 253 Wells Road, Malvern, Worcestershire, WR14 4JF.

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- Assist with the preparation and delivery of catering for College functions, hospitality events, open days and evening events.
- Build positive relationships with students, staff and visitors by providing a professional, courteous and friendly service.
- Report customer feedback, complaints, maintenance issues or health and safety concerns promptly to the Head Chef.
- Work collaboratively with colleagues and demonstrate flexibility in supporting other catering duties when required.
- Maintain high standards of personal presentation and professional conduct.
- Attend meetings and training sessions as required.
- Undertake any other reasonable duties requested by the Head Chef or College Management.

Site Specific Duties

- To assist in the delivery of vending services in line with company standards.
- To clean, rotate stock, replenish and record stock to the standards required.
- To report any faults to the Manager/Supervisor in charge.

Key Experience and knowledge required

- Experience in similar operations
- Proven excellent customer care skills
- High levels of numeracy

Job Description Briefing (To be completed on commencement of role)

I acknowledge receipt of the above job description, which may be subject to change from time to time according to the College's needs.

Signature _____

Date _____

Signed on behalf of the Abbey College

Date : _____

The most important requirement is the applicant is enthusiastic, energetic, outgoing and keen to make a decisive contribution to all the aspects of the College.

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