

Role Profile

Role title:	Junior Sous Chef
Salary:	£26,640
Full/Part Time:	Full-Time
Contract term:	Permanent
Accountable to:	Head Chef
Accountable for:	6-8 Part-Time Kitchen Assistants (Studying Staff)
Hours:	35 Hours per Week
Location:	Usually located at the main Students' Union Building
Eligibility:	Open to applicants with relevant skills and experience who are eligible to work in the UK at the start of employment
Benefits:	We offer a great range of benefits. You can see them here .

Our Organisation

We are Manchester Students' Union, the biggest SU in the country, supporting over 40,000 students throughout their time at university. We help to make student life the best it can be by supporting students to campaign for change, creating opportunities to meet new people, providing employment opportunities, providing advice and support and being a safe place on campus.

We are a values-centred organisation that employs around 90 permanent, full-time members of staff. We recruit a wide range of roles throughout the year within all our departments from our Commercial team operating Manchester Academy Venues, 13 Media, Bar 532 & Kitchen and Corridor Coffee to our Student Activities, Student Engagement, Marketing and Communications, Finance, HR and Facilities teams. Our team of around 400 part-time, studying staff are instrumental in providing support to all departments as well as leading major projects like Student Angels. When you join UMSU, you'll be immersed in an environment that empowers staff to make great things happen and we're always on the lookout for innovative, passionate, and proactive people to join us.

Our staff team is led by our senior leadership team who are instrumental in driving our strategy at UMSU. It's made up of our CEO, COO, 3 Directors and 2 Associate Directors. We are governed by our trustees and Exec Officers, you can find out more about that [here](#). All our permanent, full-time roles are graded (Grade A-E) which means that there is a clear path to your development and progression whilst at UMSU.

Our Organisational Values

Our values are really important to us and shape the work that we do every day. As part of our recruitment process, we want you to demonstrate how your experiences, behaviours and skills align with our values.

Our values are

- We put students at the heart of what we do
- We provide a 'great experience' service

- We believe in improvement and progression
- We are a community
- We are open and transparent
- We are inclusive

You can find more detailed explanations of our values on [our website](#).

Role Overview

The **Junior Sous Chef** will play a crucial role in supporting the Head Chef in delivering high-quality, ethical, and budget-conscious meals for students and external guests. They will assist in managing daily kitchen operations, ensuring smooth service, high food standards, and compliance with health and safety regulations.

This role requires strong culinary skills and a passion for inclusive cooking, ensuring that menus cater for diverse cultural backgrounds, dietary needs, and lifestyle choices. The Junior Sous Chef will contribute to creating seasonally inspired, locally sourced, and ethically responsible dishes that reflect the diversity of the student body. From providing plant-based, halal, gluten-free, and allergen-friendly options to championing affordable, fresh, and house-made meals, they will help make dining at the Union more accessible and representative of the entire student community.

Additionally, the Junior Sous Chef will be instrumental in menu execution, food preparation, stock control, and maintaining kitchen efficiency. They will train and develop kitchen staff, fostering a positive, collaborative, and learning-focused work environment that aligns with our values.

A typical shift is 7.5 hours, with the kitchen closed on Sundays, a lunch break, and flexible scheduling to support work-life balance. This is an excellent opportunity for a dedicated and skilled chef to contribute to a dynamic, student-focused catering operation that prioritises creativity, sustainability, and inclusivity—helping shape the future of student dining at our Students’ Union.

Key Result Areas

Responsible For	Contributor To
Daily Kitchen Operations: Assisting the Head Chef in the day-to-day management of the kitchen, ensuring smooth service, food quality, and consistency across all dishes.	Overall Kitchen Performance: Supporting the Head Chef in achieving financial, operational, and sustainability goals.
Food Preparation & Cooking: Overseeing food preparation, cooking, and presentation to ensure high standards are maintained. Taking responsibility for designated sections of the kitchen.	Menu Development & Innovation: Providing input on seasonal and diverse menu ideas, bringing creativity and fresh perspectives to new dishes.
Team Support & Training: Assisting in training, coaching, and motivating kitchen staff to improve efficiency, skills, and teamwork. Acting as a role model and maintaining a positive kitchen culture.	Inclusive and Collaborative Culture: Supporting a workplace that values teamwork, open communication, and professional growth.
Health & Safety Compliance: Ensuring strict adherence to hygiene, food safety, and health & safety regulations, with daily compliance checks and due diligence documentation.	Sustainability and Ethical Practices: Contributing to ethical sourcing, waste reduction, and sustainability efforts in food preparation and purchasing.
Stock & Inventory Management: Monitoring stock levels, assisting in food ordering, and ensuring minimal waste while keeping within budget constraints.	Financial Performance: Supporting cost control and efficiency, ensuring portion sizes, waste reduction, and inventory accuracy contribute to the overall financial success.

Responsible For	Contributor To
Student & Customer Engagement: Gathering feedback from students and working with the Head Chef to continuously improve the food offering and dining experience.	Marketing & Promotions: Assisting in promoting new dishes, specials, and events through collaboration with marketing and front-of-house teams.
Covering for Head Chef: Stepping in to lead the kitchen during the Head Chef's absence, ensuring continuity in operations and maintaining service quality.	New Concept Development: Assisting in developing new ideas, pop-ups, or food concepts that align with student trends and demand.

Organisational Stewardship & Leadership Responsibilities

- You'll contribute to team planning days and delivery of team goals and objectives
- You'll be able to conduct risk assessments for area of work and have a good knowledge of risk mitigating activities for day to day activities
- You'll perform role in line with Union financial framework ensuring all financial paperwork is passed to the finance team, contributing to budgeting and forecasting for aspects of the departmental budget
- You'll hold expert knowledge of policy and procedure as it relates to the role being delivered and is able to independently apply the framework for the majority of day to day matters

Person Specification

Criteria	Assessed at:			
	Application Form	Interview	Interview Task	All
Education				
We accept candidates from any educational background.				
Skills & Knowledge				
Food preparation and cooking – confident in producing food dishes to a high level	✓		✓	
Expert in health and safety – knowledgeable on COSHH, able to confidently implement these practises in a professional kitchen environment		✓		
Expert in food safety – knowledgeable on food temperatures, confident at handling allergen orders, can put safety measures into practise independently		✓		
Communication – confident communicator, can communicate with a wide range of stakeholders (other chefs in the kitchen, front of house staff, suppliers etc.), able to remain calm and communicate in high pressure situations		✓		

Problem solving – can use initiative, uses creativity to resolve issues able to confidently problem solve independently				✓
Team player – strong listening skills, supports other members of the team when needed, helps everyone to achieve their best				✓
Attention to detail – serving food in an appropriate way to ensure dishes look great, meticulous about safety and hygiene, keeps a clean, tidy kitchen space				✓
Personal Attributes				
Coaching mindset – confident at coaching others into solving their own problems and achieving their goals				✓
Proactive – uses initiative to manage day-to-day operations whilst improving processes, keeping the kitchen clean etc.				✓
Solution Orientated – confident at thinking of solutions to problems, takes accountability and always approaches problem solving with solutions				
Passionate - takes pride in their work, can demonstrate love of cooking and food	✓	✓		
Values & Behaviours				
Align with the SU's values and behaviours both personally and professionally		✓		
Insight driven – always looking for ways to collect data from a range of sources to measure the impact of your work on the student community or to inform your work		✓		
Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to problem solve		✓		
Active Bystander – continually seeks to dismantle barriers, ensures all working practises are accessible, seeks to ensure all voices are heard and factored in when making decisions		✓		

Training

We don't expect you to meet every criteria listed above.

We'll provide comprehensive Health & Safety and operational training to ensure confidence in all aspects of kitchen management. This includes food hygiene, allergen awareness, risk assessments, and daily compliance checks.

You'll also receive on-the-job coaching, alongside structured training sessions covering safe food handling, equipment use, emergency procedures, and effective kitchen operations.

There will also be opportunities for skills development in coaching and delegation, helping team members grow into leadership roles and confidently support colleagues. Ongoing professional development will be encouraged, with refresher courses and opportunities to expand skills in sustainability, kitchen efficiency, and team management, equipping staff for future career progression.

Our Recruitment Process

The way that we recruit is designed to be fair, transparent, and inclusive as well as being an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience.

Every member of staff is recruited the same way, by submitting an application form and attending an interview. We use a recruitment platform called StaffSavvy where you'll submit your application and book interviews, if successful.

Our process allows you to show us your authentic self, gives you a platform to display your skills and knowledge in relaxed and welcoming setting. We'll never put you under any necessary pressure on you, ask you trick questions or interrogate you in an interview and we'll support you all the way through our process.

You can find more information about our recruitment process on [our website](#).