

Head Chef

Reports to: Director

Salary: £36,000 - £40,000 depending on experience + 5% pension contribution

Hours: 40 hours per week

Holiday: 31 days including Christmas Day, Boxing Day and New Year's Day

Contract: Permanent

Level of disclosure check: Enhanced

Main purpose of post:

To manage the Catering team to ensure the provision of nutritious, creative and delicious meals for our customers (mainly children, Teachers and Mill on the Brue employees), whilst maintaining high standards of cleanliness within the kitchen and Longhouse.

Mill on the Brue provides 3 meals a day for approximately 65-190 customers, with lunch being the main meal.

Key Tasks:

Catering

1. Post is 80% cooking and 20 % administration. Planning, cooking, and serving nutritious meals according to the customer group and ensuring minimal food waste. Menus to reflect the seasons and organic produce available from the gardens.
2. Dietary requirements and concerns to be discussed with Office Secretary.
3. Occasional planning and cooking meals for some events.
4. Liaising with The Longhouse Functions and caterers for use and cleanliness of kitchen.
5. Keeping within the agreed yearly budget and attending monthly budget meetings.

Managing a team

1. Recruit, train and supervise all kitchen staff including induction. Conduct appraisals at regular times in conjunction with Training and Personnel.
2. Produce effective and balanced rotas and allocating time off ensuring all work periods are fairly distributed between the team. Recording absences.

3. Supervision of the maintenance, hygiene and cleanliness of the kitchen, including organising and maintaining daily routines, record keeping and regular servicing of equipment.
4. Ordering food, budgeting, liaising with suppliers, organising six monthly stock takes.
5. Liaising with Head Gardener over seasonality and availability of produce from the garden.
6. Negotiating with suppliers and ensuring upkeep of all kitchen machinery.

Dining

1. Overall management of the Longhouse dining area including cleaning, meal set up and clean down.
2. Work with the Head Housekeeper.

Customer Care

1. Ensure guests are happy and cared for throughout their stay.
2. Ensure that feedback from customers is considered and, where applicable, acted upon.

Health and Safety

1. Health and Safety in the kitchen and Longhouse ensuring all regulations are enforced.
2. Ensure the completion of reports and evidence gathering of incidents where involved.
3. Assist in the reviewing of specific procedures and risk assessments annually.
4. If not already held, completion of a COSSH and Level 3 Food, Health and Hygiene course will be expected.
5. Kitchen, stores and dining areas are regularly deep cleaned with records kept.
6. Ensure all recycling is managed effectively.
7. Be a point of call for first aid.

Other

1. Actively uphold the Centre's environmental policy.
2. Production and regular updating of a training manual for the kitchen including user manuals for all equipment.
3. Production and regular updating of a recipe book, including how to scale up and down for different group sizes and recipes for specific dietary requirements.
4. Working effectively and efficiently with all other teams.
5. Attend a weekly meeting with all members of the management team.

Person Specification

Essential

- Good communication skills
- Possess a passion for cooking and seasonal cooking.
- Experience of writing varied menus to take account of a variety of dietary needs.
- Ability and experience of managing budgets.
- Understanding of the vital importance of cleanliness in the catering areas and experience of EHO visits.
- Understanding and acceptance of Mill on the Brue's environmental policies.
- Proven experience of managing a happy and productive catering team and commercial kitchen including staff rotas and efficient record keeping.
- Proven experience of delivering high quality, nutritious meals to large groups.
- Demonstrable experience of working with local suppliers to provide seasonal produce.
- Driving license
- Able to work on a multi-level site – there are no lifts.
- Role model, with ability to work effectively with a diverse team.
- Must like children and young people.

This list of tasks is not exhaustive and will be reviewed from time to time in discussion with the post holder.

Mill on the Brue is committed to safeguarding and promoting the welfare of children and young adults and expects staff and volunteers to share that commitment. An enhanced disclosure check will be sought in relation to the successful applicant for this post.

What we can offer you:

- Excellent work/life balance, with shifts of 07:00 - 15:00 or 12:00 - 20:00.
- Mostly Mon - Fri working with early finishes on Fridays and very occasional weekends (only 8 – 10 weeks of weekend working).
- Meals on shift.
- Permanent post
- Positive working environment.
- Vegetable garden on site to use the seasonal produce grown organically