



Reports to: Food and Beverage Supervisor	Responsible for: N/A
Date: June 2022	Salary band: Salary dependent on experience. Flexible hours.
Location: Ambleside	Contract: Permanent

Role and Responsibilities

The role of a chef is to maintain the venue's reputation as being renowned for friendly efficient service and high-standard catering.

Key Tasks
<p>Main Duties</p> <ul style="list-style-type: none"> • To prepare, cook and present all food to a high standard • To support in the compilation of menus • To help manage stock levels and wastage following the correct storage and correct stock rotation procedures • To ensure an efficient cleaning & hygiene schedule is followed, adhering to and developing Brathay's procedures • To look after guests' requirements and acknowledging customer care at all times • To keep accurate records of any work carried out in the kitchen e.g. service records, temperature checks, necessary equipment maintenance
<p>Legal responsibilities and compliance with policies</p> <ul style="list-style-type: none"> • Ensures that all Health, Safety and Security regulations are adhered to at all times e.g. fire, manual handling, COSHH etc. • Ensures a high standard of cleanliness in kitchens, associated areas and all equipment in accordance with best practice and Brathay's Catering Policy, all Food Hygiene legislation and standards and any guidelines issued by local Environmental Health Officials • Compliance with all relevant legislation and organisational policies • Undertakes relevant training as required
<p>Presentation & behaviours</p> <ul style="list-style-type: none"> • To ensure high personal standards by presenting yourself correctly in a clean & tidy uniform in accordance with expected organisational standards. • To be present in the kitchen at all times during shifts, other than to meet the needs of the role.
<p>Miscellaneous</p> <p>In addition to the duties listed here, the post holder is required to perform other duties, which are assigned from time to time. However, such other duties will be reasonable in relation to the individual's skills, abilities and grade.</p>

Skills and Experience:

Essential

- A passion for food preparation, presentation and excellent customer service
- Methodical, with good attention to detail
- Good time management skills, with the ability to prioritise and work to agreed deadlines
- Ability to build effective relationships with clients
- Self-motivated, with ability to work on own initiative
- Problem-solving skills and ability to remain calm under pressure
- Ability to 'think on your feet' and respond to customer need
- Experience relevant to the role, including experience of dealing with the general public and a pleasant manner
- Ability to work on own initiative, as well as part of a team
- Knowledge of food hygiene and other relevant practice (e.g. HACCP etc.)
- Good spoken & written English
- Ability to cost menus
- Basic IT skills

Desirable

- Previous experience of providing excellent customer service within a hospitality/catering environment, with an appreciation of customer expectations and commercial demands
- Competent user of email and internet, spread sheets, word processing, and databases (preferably MS Office)

Education and Qualifications:

Essential

- Relevant industry qualifications (e.g., Food Hygiene, Manual Handling, First Aid etc.)
- Industry qualification relating to catering (e.g., Hospitality and Catering level 2)

Desirable

- Educated to GCSE standard or equivalent in Maths and English
- Current driving licence
- PCV/D1 driving licence
- MS Office Suite
- Commitment and track record of consistent personal development

Limits of Authority

Limits of financial authority are set out in the following documents, all of which are available on the intranet:

- Scheme of Delegation Detailed
- Scheme of Delegation - Matters Reserved for the Board
- Expenditure authorisation

Other Essential

- **Mission, Legal Responsibilities and Policies:** participates in the development of, and adheres to, the Trust's mission and values, plan, practice, and agreed policies
- **Health & Safety:** adheres to Brathay's Health & Safety policy and procedures and any other statutory H&S requirements
- **GDPR and Cyber Security:** adheres to Brathay's policies and guidance, as well as other recommended and statutory requirements
- **Equal Opportunities etc:** adheres to Brathay's Equality & Diversity policy, Safeguarding policy and any other policies that may be in force from time to time
- **Flexibility:** as Brathay is a small organisation, you may well be asked to cover for other members of the Trust during sickness, holidays etc. [Specifically in this role, the jobholder will need to be flexible with regard to occasional travel, evenings and weekends]
- **Team-working:** co-operates with colleagues to the greater benefit of the Trust and undertakes any other reasonable duties as may be required from time to time
- **Research:** contributes to the research activity of the Brathay Research Hub

It is Brathay's intention that this job description is seen as a guide to the major areas and duties for which the jobholder is accountable. However, the business will change and the jobholder's obligations will vary and develop. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.