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| **Job Title:** | Chef/Cook |
| **Department:** | Commercial |
| **Responsible to:** | Catering Manager |
| **Responsible for:** | Kitchen Assistants, Volunteers |
| **Pay Band:** | Officer : £18,818 to £21,954 (Pro Rata & Dependent upon experience) |
| **Tenure:** | Permanent 24 & 18 hours p.w. (Mon – Sun) |
| **Location:** | Wolseley Kingfisher Cafe |

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| **Background Information:** |
| Our mission statement is:*“Staffordshire Wildlife Trust protects and enhances the wildlife and wild places of Staffordshire and promotes understanding, enjoyment and involvement in the natural world.”*A registered charity established in 1969 we are one of 47 county Wildlife Trusts throughout the UK and are supported by over 15,000 members.The Trust owns or manages 27 nature reserves covering an area of over 3,600 acres. Our 60 staff are based in six locations around the county including our Headquarters at Wolseley Bridge, Stafford, with our work divided up into five departments: Resources, Education, Conservation Delivery, Fundraising, Communication and Membership & CVLLP. The Trust has a diverse workforce including site wardens, wildlife surveyors, community and education officers, catering, retail and administration staff.The Trust currently runs two main centres, Westport Lake and the Wolseley Centre, with cafés, conferences and retail to a greater or lesser degree at both venues, in addition to Charity Shops in Leek and Rugeley. The postholder will assist the Catering Manager in the day to day running of the Wolseley Café and take responsibility for the Kitchen operation and Food and Beverage Offering at Wolseley, as well as offer home-cooked items to support the Westport Cafe. The Wolseley Centre “Kingfisher” Café is a brand new venture, into which your input will be invaluable. It’s a busy established team at Westport Lake welcoming around 80,000 visitors every year. At our 80 cover Café we offer fresh, seasonal food for all of our visitors so we can continue to be locally loved. With your love of food and your appetite to provide an exceptional service to your customers you’ll work hands on to deliver delicious food prepared by the team. You'll use your creativity to develop delicious menus, and be constantly seeking and developing new income opportunities, working to achieve financial targets and increase margins by minimising waste and controlling costs and resources. |

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| **Job Purpose:** |
| To deliver a high quality food and beverage offering for our busy cafés at Wolseley and Westport Lake, whilst assisting the Catering Manager to maximise the revenue capacity of each facility.  |

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| **Responsibilities:** |
| 1. Preparation of all menu items and working during service to cook menu items to order where necessary. To cook quality savoury dishes and snacks, together with baking a range of cakes, tray bakes and cookies.
2. To oversee the kitchen team of assistants, apprentices and volunteers as required, including basic food preparation, cleaning and dishwashing. To support the Catering Manager in maintaining a quality, safe and well-run kitchen.
3. To support the Catering Manager and to oversee the operation in their absence, in leading a team of catering assistants, to provide a high standard of food & beverage delivery. Including, on the job training, completing and maintaining relevant training and safety records.
4. To help ensure a high standard of cleanliness and hygiene are maintained throughout, completing all necessary monitoring and reporting forms.
5. To help ensure all food safety, customer care and hygiene standards are adhered to and relevant checklists completed. Ensure high standards of cleanliness are maintained within the Facility.
6. To complete till reconciliation’s, financial paperwork and occasional banking, in line with Trust procedures in the absence of the Catering Manager
7. To assist in the purchase/delivery of departmental supplies and understand the importance of stock control and minimising costs through correct storage, rotation and distribution of supplies
8. Ensure the catering team comply with the Trust’s Health & Safety policy, especially in regards to COSHH, accident reporting, risk assessments and fire procedures.
9. To actively promote departmental sales strategies and maximise revenue through recruiting new supplementary business (e.g. conferences & events) and special offers.
10. Other duties that may arise, as directed by your line manager

The position is not office based and requires hands on involvement in the day to day running of the Café. The position does not involve regular evening work, although the occasional event may need this to be the case. The position does involve weekend and bank holidays provision as per rota. You may be required to assist with other areas of work and therefore you should be prepared to undertake other duties, appropriate to the post, as delegated by your line manager. All staff are expected to abide by the relevant organisational policies and procedures. |

**Person Specification Job Title: Chef/Cook**

| **Criteria** | **Essential** | **Desirable** | **Assessment method \*** |
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| **Qualifications** |
| First Aid Qualification |  | ✓ | AF/QC |
| Level 2 or 3 Food Hygiene & Safety | ✓ |  | AF/QC |
| **Experience** |
| At least 2 years’ experience cooking within a food & beverage retail outlet | ✓ |  | AF/I |
| Previous experience of cash handling & completing financial paperwork |  | ✓ | AF/I |
| Previous experience of working to high food safety standards | ✓ |  | AF/I |
| Some experience of dealing with customer queries and complaints |  | ✓ | AF/I |
| **Skills/knowledge** |
| Catering legislation to the level needed to run a café, including health & hygiene. |  | ✓ | AF/I |
| Knowledge of Word, Excel & databases |  | ✓ | AF/I |
| Strong team leader with the ability to motivate others and retain a high level of self-motivation  | ✓ |  | AF/I |
| The ability to work well under pressure  | ✓ |  | AF/I |
| A Systematic, methodical approach to work and the ability to prioritise | ✓ |  | AF/I |
| Good numeracy and literacy skills |  | ✓ | AF/I |
| Effective communication skills | ✓ |  | AF/I |
| Keen to develop new ideas and menus | ✓ |  |  |
| Possess a passion for cooking | ✓ |  |  |
| Some knowledge of retail practices and procedures |  | ✓ | AF/I |
| Some knowledge of environmentally friendly working practices. |  | ✓ | AF/I |
| ***Abilities*** |
| Weekend and Bank Holiday working will be required and therefore a flexible approach to working hours is essential. | ✓ |  | AF/I |
| Job involves some manual handling such as - Moving and setting up conference/event tables and chairs | ✓ |  | AF/I |

\* Assessment method:

* I = interview
* QC = qualification certificate
* AF = application form
* T = test or assessment
* P = presentation