**Chef**

Job Description & Personal Specification

**Overview**

**Centre:**  King’s Park Conference Centre

**Position:** Chef

**Reporting to:** Catering Manager

**Hours:** 37.5 Hours (Any 5 days out of 7, including evening and weekends)

**Role Type:** Permanent, Full Time, Shift Work

**Overall Purpose:** To work as part of the kitchen team, helping to ensure the catering needs of the centre for our guests are met.

**Job Description**

* To prepare and cook meals as required by the Catering Manager
* To maintain the highest possible standards in the preparation, cooking, presentation and serving of food
* To ensure a high level of kitchen hygiene and to ensure cleaning schedules are maintained
* To adhere to health and safety regulations in all areas of work
* Knowledge of all standard procedures and policies pertaining to food preparation, receiving, storage and sanitation.
* Knowledge of medical dietary requirements and allergies to ensure the safe production and services of all meals to a very high and safe standard
* To assist in the completion of daily schedules or any special projects as requested by the Catering Manager
* To contribute to the forward planning of menus
* When on duty, to be responsible for the oversight of kitchen assistant, staff whilst they are in the kitchen and dining room areas
* When on duty to ensure that the security of the Department, including stock and equipment, is maintained
* Ensure effective communication is used between staff to maintain a secure and friendly working environment.
* To assist in any other work that maybe required to ensure the smooth running of the centre

**This job description dates from May 2019 and may be subject to review at any time as deemed necessary.**

**Personal Specification**

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| **Attributes** | **Essential** | **Desirable** |
| **Skills** | Excellent verbal and communication skills  Ability to prioritise work loads  A committed team player  Customer service skills | Delegation skills  Positive working relationships skills  IT skills |
| **Experience** | Previous Catering/Chef Experience  Uses of all types of catering equipment | Experience of working in a residential setting  Experience of working under pressure |
| **Education/**  **Qualifications** | NVQ Level 2 or equivalent in Catering  Level 2 Hygiene Certificate or above  Awareness of Allergen Issues | Knowledge of responsibilities under HSAW act, COSHH, infection control and essential of food hygiene |
| **Other** | A flexible approach and attitude to working patterns to the demands of the business |  |