



## **JOB DESCRIPTION – CHEF**

REPORTS TO: Catering Manager

### **1. JOB PURPOSE**

To produce high quality catering in line with BSK food safety and HACCP procedure within BSK social enterprises.

To enable and encourage people with learning disabilities and/or autism to thrive in their workplace training so they can maximise their potential and develop their skills.

To support the training, welfare and personal independence of crew in a variety of settings.

### **2. PRINCIPAL ACCOUNTABILITIES**

- Working in a small team of chefs, delegating tasks to crew and Training Mentors working in the kitchen and Catering Workshop;
- Training the crew and Training Mentors, working in the kitchen, to prepare food, meeting the quality and food hygiene standards of the social enterprise;
- Working daily with people with learning disabilities and/or autism, ensure the crew are provided with valuable learning experiences and are given support and encouragement;
- Ensuring the kitchen is a positive working environment and leading by example;
- Raising any concerns about crew with a Training Mentor or Training Lead;
- Maintaining a professional kitchen environment ensuring standards of health and safety, tidiness, cleanliness, and general care are preserved;
- Ensuring adherence to HACCP, food safety and allergens policies and company health, safety, cleaning and hygiene policies;
- Preparing, cooking, and plating dishes to a consistently high standard, ensuring appealing and consistent food presentation;
- Multi-tasking in the kitchen and cooking food in a timely manner;
- Informing FOH staff about daily specials and any time delays when the kitchen is busy;
- Following weekly planner to ensure event and order prep and execution is managed to schedule and escalate any workload concerns or expected delays to the Catering Manager
- Maintaining stock levels and order new supplies as required;
- Contributing to menu planning in consultation with Catering Manager and other chefs;
- Planning new promotions and initiatives, and contributing to business development activities;
- Maintaining food management records daily;
- Following all cleaning schedules for equipment, storage, and work areas daily including some KP duties;
- Carrying out administration tasks related to catering activities including computer-based resource creation and record keeping;
- Escalating all safeguarding concerns to the Safeguarding Lead in a timely and confidential manner;
- 1<sup>st</sup> Aid and Fire Marshall duties; and



- Attending team and staff meetings and training opportunities to enhance professional development. Demonstrate an awareness of BSK policy and best practice.

This is not an exhaustive list of accountabilities and the postholder will be expected to be flexible and adaptive to the needs of the business.

### 3. KNOWLEDGE AND SKILLS

Experience	<ul style="list-style-type: none"> <li>• Qualified and experienced chef (minimum 3 years' experience);</li> <li>• Knowledge of food, food hygiene (HACCP) and food preparation;</li> <li>• Advanced knowledge of culinary, baking and pastry techniques;</li> <li>• Experience of working in a busy kitchen is essential;</li> <li>• Experience of costing and budgeting desirable;</li> <li>• Experience working with people with learning disabilities and/or autism is desirable;</li> <li>• Experience of mentoring others is desirable; and</li> <li>• Experience working positively as part of a large and diverse team is essential.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• City &amp; Guilds or BTEC equivalent chef qualification;</li> <li>• Food Safety Level 3;</li> <li>• HACCP Level 3 (or willingness to work towards achieving this);</li> <li>• Numeracy/literacy skills to a minimum of level 2 standard; and</li> <li>• Appropriate Safeguarding, First Aid and Fire training (or be willing to work towards achieving this in the first 12 months).</li> </ul>
Skills & Knowledge	<ul style="list-style-type: none"> <li>• Strong organisational and time management skills;</li> <li>• Good business and commercial acumen;</li> <li>• Proficient use of ICT including MS products to enable effective communication and operational processes;</li> <li>• Ability to relate well to adults with learning disabilities and/or autism;</li> <li>• Work constructively as part of a team, understanding BSK roles and responsibilities and your own position within these; and</li> <li>• The ability to communicate at all levels while exercising a high degree of confidentiality is essential.</li> </ul>

Although the postholder will be working under the guidance of the Catering Manager, they must be comfortable with the need to make decisions and use their initiative. They must be flexible and able to cope with changing situations within the BSK Enterprises, be patient but firm, remain calm and deal with others in a tactful and sensitive manner. Working within a team, the postholder will need to share ideas and information in a constructive and positive manner as well as accept advice. They must be flexible and be able to adapt to both very quiet and very busy working environments. They must have the ability to build good working relationships with crew, colleagues, volunteers and outside parties.