

Role:	Chef (Princess Pavilion)
Reports to:	General Manager
Responsible for:	Up to 3 Kitchen Porters
Salary:	Grade 6 SCP 15-17 £30,559 - £31,586 (£15.84 - £16.37 per hour)
Contract:	Permanent full time, 37 hours per week

Purpose of the role

This is a fantastic opportunity to work with a terrific team at Princess Pavilion, a popular bar, café and events venue much loved by our customers. With fabulous food, super sea views and gorgeous gardens, we host local, national and international events throughout the year.

Our Garden Café (seats 60) is busy every day, and used for functions and events. Duties will include maintaining a safe, healthy and compliant work environment, creating and cooking food for customers, and leading and training kitchen staff.

Duties and responsibilities

1. Preparing and cooking food in accordance with food industry health and hygiene safety standards for the daily menu, specials board and for functions and events.
2. Ensuring relevant daily and weekly food safety management checks are made and records kept under all health and safety legal requirements and recognised best practice in the catering industry.
3. Maintaining the cleanliness of the kitchen and equipment and ensure that the cleaning schedule is met, and that the kitchen is left clean and tidy at the end of the day, thus ensuring health and safety legislation is met.
4. Monitoring and recording food production, storage, stock rotation, use-by dates and minimising waste.
5. Sourcing suppliers and ordering supplies in line with budget allocated and to maximise profit margins, ensuring that additional supplies are ordered for functions and events.
6. Managing relationships with distributors and suppliers and resolving any issues with vendors promptly
7. Keeping up with industry trends and creating new recipes to ensure quality and best value, where possible using locally sourced fresh produce and which fits with the ethos of Princess Pavilion.
8. Ensuring standard portions and quality of dishes
9. Leading and training kitchen staff and working collaboratively with other colleagues

General

10. To undertake all duties in accordance with Council policies, in particular those relating to Data Protection, Information Security, Financial regulations, Customer Care and Equal Opportunities.
11. To undertake any duties regarding health, safety and wellbeing at work.
12. To be aware of your responsibility under Health & Safety law, taking reasonable care of yourself, your colleagues, other contractors and members of the public at all times whilst at work.
13. Undertake risk assessments, comply with safe systems of work and actively promote a safety culture within the workplace.
14. To always represent and promote the service and the Council positively.
15. To carry out any other duties as may be required by the Council from time to time, commensurate with the grade of the post.

Person Specification

Criteria	Essential	Desirable	Method of assessment
Experience and knowledge	<p>Proven experience of menu planning, costing and cooking in a busy kitchen</p> <p>Significant experience and understanding of health and safety legal requirements, and food industry health and hygiene safety standards</p>	<p>Supervisory experience</p> <p>Knowledge or experience of local government and its place supporting the local community</p>	<p>Application form</p> <p>Interview</p>

Criteria	Essential	Desirable	Method of assessment
Personal attributes	<p>High level of motivation</p> <p>Ability to organise and prioritise workloads to meet deadlines</p> <p>Good work ethic and 'hands on' approach</p> <p>Able to work under pressure whilst displaying flexibility and a calm approach</p>	<p>Be adaptable and able to accept changes in work pressures</p> <p>Flair and enthusiasm for cooking with fresh, local ingredients</p>	<p>Application form</p> <p>Interview</p>

Criteria	Essential	Desirable	Method of assessment
Skills and abilities	<p>Excellent interpersonal and customer care skills</p> <p>Ability to work effectively as part of a team</p> <p>Ability to cost menus for the Café and for functions and events, ensuring good profit margins</p> <p>Ability to manage a budget within the Council's financial regulations</p>	<p>Business acumen</p>	<p>Application form</p> <p>Interview</p>

Criteria	Essential	Desirable	Method of assessment
Education and training	<p>Relevant catering industry qualification (Level 2 or above)</p> <p>Basic Food and Hygiene Certificate</p> <p>HACCP Level 2</p> <p>Knowledge and awareness of COSHH</p> <p>English and Mathematics GCSE or equivalent</p>	<p>COSHH certificate</p> <p>NVQ Level 3 or equivalent in relevant qualification</p>	<p>Application form</p>

Criteria	Essential	Desirable	Method of assessment
Special circumstances	<p>Willing to work irregular hours, including evenings and weekends</p> <p>High standard of personal hygiene</p> <p>Willing to wear a uniform and PPE as supplied, and ensure kitchen staff comply</p> <p>Commitment to continuing professional development</p>		<p>Application form</p>