JOB DESCRIPTION

Job Title: Chef/Cook

Reporting to: Head of AT Services

Department: AT Services

Hours: Full Time or Part Time

Location: Avon Tyrrell

Key Purpose

As a key member of the Catering team within Avon Tyrrell Services Department you will support delivery of high quality catering services at Avon Tyrrell. The stimulating location of the Centre attracts many different customers and you will ensure catering services are delivered to a high standard ensuring the experience of all site visitors meets and exceeds expectations.

You will assist in the day to day operation of the kitchen and when requested to do so, act as the duty cook, managing all aspects of daily catering services, contributing to UK Youth’s mission and charitable objectives to maximise Avon Tyrrell’s outdoor learning reputation and provide opportunity for individuals to Experience, Learn and Develop.

Key Responsibilities

1. Prepare, cook and serve meals as required, whilst complying with policies on quality, quantity, food hygiene and portion control;
2. Support the operation of a small cafe service for site guests;
3. Continually assist in improving the standard of our catering provision. This includes:
   1. Ensuring the kitchen work areas and rooms are kept clean and tidy at all times;
   2. Ensuring all staff when working in the kitchen meet all working practices, Health and Safety, personal and food hygiene requirements at all times;
   3. Monitoring the quality of service and delivery, health and safety, staff and food hygiene;
   4. To put forward menu suggestions to the Head of Avon Tyrrell services
4. To be customer focused, confidently liaising with guests;
5. To work across all departments in support of the daily operations and the development of Avon Tyrrell. This includes:
   1. Liaison with Guest Services Staff over catering lists and special dietary needs;
   2. To report damage and record any damage and basic maintenance in the maintenance;
   3. To put forward suitable suggestions for improvements to catering services;
6. To undertake administrative tasks as required in support of the Catering Department. This includes:
   1. Ordering food, maintain adequate stock levels and ensure regular stock checks as required by the Head Chef
   2. To check all deliveries and invoices are correct as per the Catering Department Procedures when duty chef
   3. To maintain all mandatory daily records.
7. Keep up to date with current legislation and ensure these procedures are adhered to and undertake and attend CPD courses as and when required;
8. Assist the Head of Avon Tyrrell services to train and when required induct other members of staff in support of the catering activities;

General

1. Attend one to one meetings and annual appraisals with the Head of AT Services.
2. Participate proactively in staff meetings, team meetings and other meetings as required. To work effectively with colleagues to achieve objectives and to represent UK Youth at meetings and events as required.
3. Support organisation wide initiatives
4. Act as a positive ambassador for the organisation, contributing to the effectiveness of meetings, the sharing of knowledge and experience and the development of UK Youth and its profile.
5. To take reasonable care for his/her own health and safety and for that of others who might be affected by his/her work, as required by law and described in the relevant operating procedures and policies for his/her area of work. This will include carrying out risk assessments as appropriate and promptly bringing any concerns to the attention of the line manager.
6. Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

Key Working Relationships

The post holder is responsible for working with a wide range of individuals and organisations. These include:

UK Youth’s donors and suppliers

UK Youth’s customers and potential customers

Members of the public

Chief Executive, Directors and staff of UK Youth

UK Youth’s Trustees and members of the Avon Tyrrell Trust

Friends of UK Youth and Friends of Avon Tyrrell

UK Youth’s Network

#### Resources for which the Individual Is Responsible

**People:** Kitchen Staff including; occasional work experience students and volunteers

**Equipment:** All kitchen equipment when the senior chef on duty

Kitchen and dining rooms when the senior chef on duty

Statement: I accept the terms of the above job description,

Signed:

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Individual Date Line Manager Date

PERSON SPECIFICATION

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| --- | --- | --- | --- |
|  |  | **E (Essential)** | **D (Desirable)** |
| Qualifications and Training | * Educated to Catering NVQ Levels 2 or 3, City & Guilds 706/1/2 level or equivalent experience * Food Hygiene certification * First Aid | E  E | D |
| Experience | * Successful track record of working in a kitchen environment for at least 6 months * Experience of working in the voluntary sector | E | D |
| Knowledge, Skills and Understanding | * Good Knowledge of Kitchen Health & Safety * Ability to perform catering tasks to a high standard and deal with guests in a friendly helpful manner * Good IT skills, including Microsoft Office * Understanding of Equal Opportunities in practice | E  E | D  D |
| Personal Qualities | * A pro-active approach, self-motivated and enthusiastic with initiative and commitment to achieving results, promoting the organization and providing an excellent experience for all customers * Flexible approach to work including willingness to work irregular hours and take on tasks outside of normal remit when necessary * Willing to work in the main kitchen or café and be hands on to get the task done * Excellent time and workload management skills with proven experience of meeting deadlines and working well under pressure * Excellent interpersonal and customer care skills * Empathy with the needs of young people and the work of UK Youth | E  E  E  E  E | D |