

## Job Description

<b>POST TITLE</b>	Chef Supervisor – Down Town	<b>POST NO:</b>	LT1512
<b>SERVICE UNIT</b>	Burnley Leisure & Culture Hospitality	<b>GRADE:</b>	5
<b>JOB EVALUATION</b>	A1998	<b>JOB FAMILY</b>	
<b>RESPONSIBLE TO:</b>	Group Executive Chef		
<b>RESPONSIBLE FOR:</b>	None		
<b>LOCATION</b>	Down Town	<b>STATUS</b>	Staff

### Job Purpose

Food preparation work and cooking at Down Town Kitchen and Café working alongside a team of volunteers you will nurture and develop. This not-for-profit enterprise aims to support individuals, and families who need support at some time in their life. You will report into the Group Executive Chef and work closely with the Community Grocery and BFCiC Foodbank to source food, decide what to prep and ultimately reduce food waste in the town. You will deal with menu planning, deliveries, stock rotation, minimise wastage, create a staffing rota and ensure the venue maintains a maximum food hygiene rating by the completion of a Safer Food Better Business policy and all relevant health and safety policies combined.

### Main Duties and Responsibilities:

1. Food preparation and cooking.
2. Demonstrate passion and commitment to preparing food of excellent quality using fresh local ingredients and reducing food wastage.
3. Possess the ability to work under pressure and have strong organisational skills.
4. Have a pro-active and motivated attitude, demonstrating a desire to progress with your career.
5. Meet and exceed food safety and cleaning standards.
6. Create a pool of volunteers to support the café operation and complete weekly rotas in advance.

## **General Responsibilities:**

7. Prepare meals using fresh ingredients.
8. Follow guidelines from and advice from the Group Executive Chef.
9. Demonstrate strict health and hygiene levels and maintain HACCP and Safer Food Better Business management systems.
10. Capable and flexible to adapt to a variety of different menus and work across our different venues.
11. Work with a varied range of customers and be empathetic to their needs and offer support where needed.
12. Help to conserve energy by ensuring that the doors are closed and lights, appliances and equipment are switched off when kitchens are not in use.
13. To assist with deliveries and subcontractors working in the building, liaising with the Community Grocery, Burnley Together and BFCiC teams.
14. To attend training identified as necessary to undertake current and future job requirements.
15. Support the wider business by covering events throughout the year.
16. To undertake such other duties and responsibilities as are commensurate with the salary grading of the post.

## **Health & Safety**

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

## **FOOTNOTE**

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

### **Equality Act 2010**

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

**Prepared by: Mark Dempsey**

**Date: July 2023**

**Postholder:**

**Date of issue:**



## Person Specification

<b>POST :</b> Chef Supervisor - Down Town	<b>GRADE:</b> 5
	<b>POST NO:</b> LT1512

<b>Selection Criteria:</b>	<b>Essential/ Desirable E/D</b>	<b>Means of Assessment: Application/Interview/ Presentation/Test/ Production of Certificate A/I/P/T/C</b>
<b>EXPERIENCE</b>		
1. Experience of working in a busy fresh food venue.	E	A/I
2. Experience of preparing fresh ingredients.	E	A/I
3. Experience of working as part of a team.	E	A/I
4. Experience of different cooking methods.	E	A/I
5. Experience of supervising and developing a team.	E	A/I
<b>SKILLS</b>		
1. Excellent use of cooking methods.	E	I
2. Ability to cope with high volumes of food in a busy environment.	E	I
3. Competant knife skills.	E	I
4. Ability to work under pressure.	E	I
5. Ability to complete a first aid training, manual handling, fire warden, COSHH, allergen and food safety courses.	E	A/I

Selection Criteria:	Essential/ Desirable E/D	Means of Assessment: Application/Interview/ Presentation/Test/ Production of Certificate A/I/P/T/C
<b>KNOWLEDGE &amp; QUALIFICATIONS</b>		
1. Possession of a First Aid Certificate or a willingness to obtain one.	E	A/I/C
2. Possession of a NVQ level 2 qualification in food preparation and cooking or similar qualification.	E	A/I/C
3. General knowledge of Health and Safety legislation and policies	E	A/I
4. Great knowledge of ingredients	E	A/I
5. Possession of a level 2 food hygiene and safety qualification	E	A/I/C
6. Possess or ability to obtain qualifications in fire warden training, manual handling, COSHH and any other training required by the business	E	A/I/C
<b>OTHER</b>		
1. Commitment to customer care and developing our business.	E	I
2. An enthusiasm for the Burnley Leisure culture and healthy lifestyle opportunities.	E	A/I
3. A flexible attitude and the ability to work unsocial hours including evenings, weekends and bank holidays.	E	A/I
4. An understanding of and commitment to Equality.	E	I