

Job Description

Head Chef

Job Title: Head Chef

Department: Hospitality

Responsible to: Executive Group Director - Hospitality

Location: YMCA Newark & Sherwood, Community & Activity Village

Hours: 37.5

Salary: £27,000

Job Purpose

- Responsibility for the day-to-day running of the kitchen
- Providing excellent food quality and service at all times including for bespoke events
- Ensuring the kitchen achieves targets, standards and performs within budgets
- Developing and implementing new menus
- Promoting a welcoming, inclusive and community-focused environment

Principal Responsibilities

- Fulfil food orders and pre-ordered catering to an excellent standard in a timely manner
- Maintain good stock control
- Liaise with suppliers to order kitchen products and ensure these are processed correctly and in a timely manner
- Liaise with the Bar Manager to ensure smooth service between the kitchen and bar teams
- Share positive and negative feedback with the Hospitality Manager and the team so actions and improvements can be undertaken
- Ensure all statutory and internal regulations regarding hygiene, safety and cleanliness are met
- Manage and report any incidents of accident, fire, theft, loss and damage and taking action as appropriate

Responsibilities of all YMCA staff, casual workers and managers

1 Ambassador for the YMCA

To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA's core values, mission, vision, and ethos and to positively and proactively protect the YMCA's reputation.

2 Other duties

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.



3 Discretion to act

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive Officer directly or through an appropriate manager.

4 Relationships and confidentiality

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality will be treated seriously and may lead to dismissal.

5 Association ethos

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

6 Health and Safety

To adhere to the Association's Health and Safety policies.

Line Management Responsibility:

The Kitchen Team, Chefs, Apprentice Chefs, Kitchen Porters, casual workers, work experience placements and agency staff.



PERSON SPECIFICATION

Please ensure that you address all the requirements marked with an "A"

in the final column as we will be looking for this information when Shortlisting. Please note relevant qualifications will be checked at interview.

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Area	Criteria	How Assessed*
Experience	1.1 Proven experience of working in a kitchen environment	A, I, T
	1.2 Experience of staff management and training	A, I
	1.3 Experience of catering for bespoke events	A, I
	1.4 Experience of providing excellent customer service	A, I
Skills & Abilities	2.1 Good communication skills (face to face, over the telephone and in writing)	A, I
	2.2 A good working knowledge of Health, Safety, and Food preparation practices	A, I
	2.3 Ability to work alone using own initiative and as part of a team	A, I
	2.4 Good understanding of current food industry product trends	I
Education/ Training / Qualifications	3.1 Good level of literacy, IT and numeracy	A
	3.2 Advance Hygiene Qualified or CIEH Level 2 Food Hygiene Qualified	A, D
	3.3 NVQ Level 2 Food Preparation or equivalent qualification	A, D
Other work related requirements	4.1 Ability to support the Christian core values of the Association	A
	4.2 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service <u>OR</u> hold a satisfactory enhanced DBS check for the correct workforce <u>plus</u> existing registration for the DBS Update Service.	A



	4.3 Ability to understand the needs of people from diverse cultural, social and racial backgrounds.	A
	4.4 Willingness to work unsociable hours including evenings and weekends.	A, I

*When Assessed – (A) on Application form, (I) At Interview, (T) During Test,
(D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc

YMCA Newark & Sherwood is committed to promoting diversity and practicing equality of opportunity

YMCA Newark & Sherwood is committed to the protection of children and adults at risk

