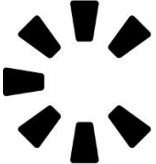


Job Description

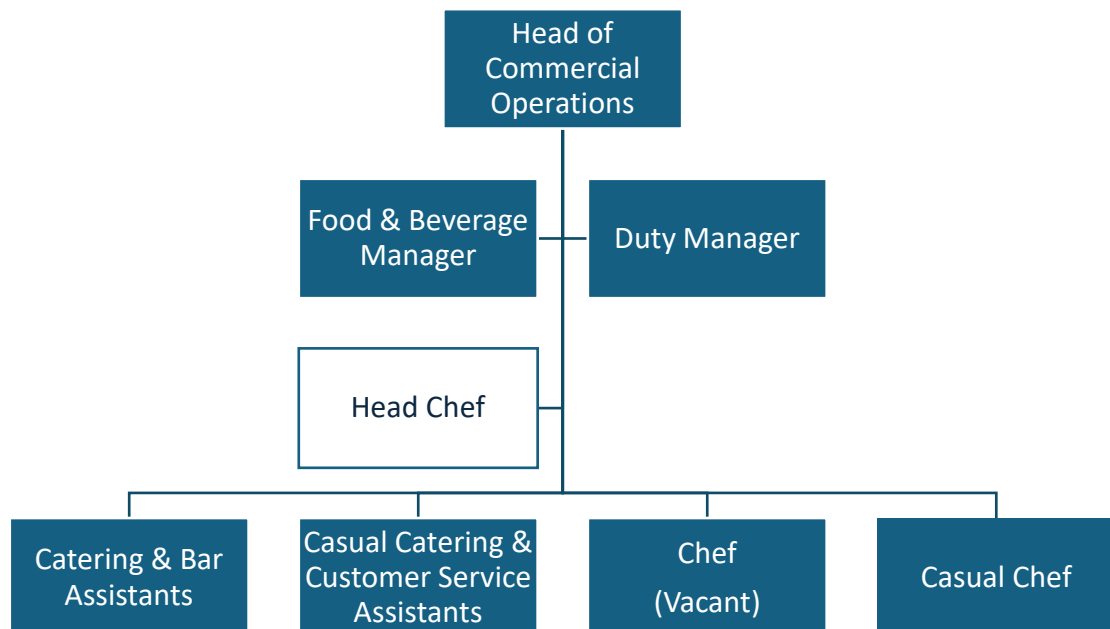
Head Chef

 THE CULTURE TRUST LUTON	Job Title	Head Chef
	Department	Commercial Operations
	Grade	L4
	Reports to	Head of Commercial Operations
	Staffing Responsibility	No
	Organisation	<i>Attached</i>

PURPOSE OF POST:

To assist the Head of Commercial Operations to ensure that the Trust's Cafés and restaurants are operated on an efficient and effective basis by planning and delivering high quality refreshments to customers, staff and corporate clients.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

	%
1. Plan, direct, cook and supervise the food preparation and cooking activities at the Trust's venues, ensuring consistent, high quality food is delivered in an agreed timescale to our customers.	70
2. Collaborate with other personnel to plan and develop recipes and menus, taking into account such factors as cost (materials and time), seasonal availability of ingredients and the likely number of customers, whilst ensuring that menu items fall within set Gross Profit percentages.	10
3. Train and develop the team to deliver food to specification which aims to exceed customers' expectations.	5
4. Implement and ensure the Health & Safety Policy and all Health and Safety and Food Hygiene requirements are met at all times, ensuring all records are kept up to date – this includes the training of all kitchen staff.	5
5. Ensure the kitchen runs smoothly on a daily basis and is adequately stocked with all necessary goods and staffed at an appropriate level. Order replacement stock and ensure incoming items are of the required standard, whilst working on stock rotation, ensuring high food quality.	5
6. Promote a positive perception of the Trust at all times, both internally and externally. Ensure the kitchen uniform and personal hygiene requirements are adhered to.	3
7. Assist the Head off Commercial Operations with the daily clerical duties within the kitchen. Assist in any other related duties as required by the Food & Beverage Manager.	2

Please note these percentages are approximate and should be used for guidance purposes only. They may vary depending on staffing levels and place of work. This job description is not a definitive list of tasks – it is designed to give an overall view of the job and not to indicate what the sole requirements are for the post. Post holders will be required to perform other related duties as assigned.

DIMENSIONS:

Supervisory Management:

Direct line management responsibility for any hired Assistant Chef and other casual staff as required.

Assist the Head of Commercial Operations and Food and Beverage Manager in the supervision of 1-6 Catering/Casual Catering Assistants and in her/his absence be responsible for their direction.

Financial Resources & Responsibilities:

Responsible for advising the Head of Commercial Operations on the purchase of food and supplies for the kitchen within a set budget. Responsible for ordering food and supplies for kitchen, working on a stock rotation, ensuring high food quality.

Provide accurate costs for menu items and labour requirements to fall within set budget.

Physical Resources:

Responsible for the condition and security of heavy and light kitchen equipment, food stocks and other materials stores, dining room furniture and equipment and cash tills. Responsible for the monitoring of the kitchen premises maintenance, in respect of health and safety and food hygiene.

The post holder will also be responsible for key holding for the café and other secure storage areas containing food stocks and alcohol on a daily basis and will be responsible for the security of the Discovery Centre during evening functions, acting as a Duty Manager for approximately one week per annum.

Work Ethos:

Respect colleagues and work together to achieve high standards of customer excellence in all our work. Work flexibly and positively to achieve the business objectives of the Trust.

Physical Effort and/or Strain:

The Head Chef post will require a degree of physical effort at frequent intervals during the working day. This will include lifting (eg. Cases of food stock, industrial size cooking containers), bending (eg removing containers from ovens, hot cupboards, leaning over service counters) and moving furniture in the dining room/s within Health & Safety regulations.

Preparation and cooking of refreshments for up to 1000 persons on busy days.

Other:

- Due to the nature of the post the postholder will be required to work out of core opening hours, including bank holidays, evenings and weekends. (Frequency: Approx. twice per week)
- This role is subject to a Basic DBS Check.

Trust Objective:

Our vision is to be an award winning cultural Trust providing exemplary public engagement with arts and culture.

Context:

The Culture Trust, Luton is a charity Established in 2008, the Culture Trust, Luton is a vibrant and progressive independent charity and our mission is **‘to connect communities through culture’**. We do this through our accredited museums, theatres, galleries, creative workspaces and Arts Centre in Luton. Pre-Covid we attracted over 285,000 visits per annum. We animate five sites: The Hat Factory Arts Centre, Hat House creative workspace, Hat Works Creative Workspace, Wardown House Museum & Gallery and Stockwood Gardens & Museum. We present multi-cultural and year-round programme of events, exhibitions, workshops and performances. We support creative talent and skills by providing opportunities, platforms and cultural career progression for young people. We care for a collection of over 2 million artefacts, 1.5 million photographs and maps and hold the most extensive and complete hat and headwear collection in the UK. We co-produce activity with our community, Museum Makers volunteers and team of cultural experts

Trust Responsibilities:

Post holder will ensure they deliver against the agreed Trust Responsibilities as set out in the **Team Responsibilities Grid** at all times.

Trust Standards:

Post holder will operate at a **Professional Standard** as outlined in the **Trust Standards Grid** at all times.

Working Environment:

Working across all Trust sites as required. The postholder will be required to work in a hot and steamy environment during the course of their duties for up to 50% of a shift for all shifts. At periods of cooking and serving food the kitchen environment is likely to have higher than normal temperatures, especially in hot weather.

The postholder will be required to lift / move heavy and awkward items at times, up to 20Kg for up to 10% of a shift for distances up to 25 m using trolleys in line with manual handling regulations.

Equalities:

The postholder will ensure that policies, procedures and activities for service delivery are revised and/or implemented in a way that supports equality for all. These activities should also reflect The Culture Trust's commitment to work in active partnership with the community to regenerate Luton and to improve the quality of life for all who live, work or visit the town.

PERSON SPECIFICATION:

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected

Desirable (D): - useful for choosing between two good candidates

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Substantial experience of food preparation, cooking and service in large scale catering.	1,2	Experience of working in a heritage catering environment	1,2
	Some experience working in a Sous Chef environment	1,2		
Skills/ Abilities	Demonstrable ability to plan and design menus, and provide materials and labour estimates relating to food delivery	1,2,5		
	Able to communicate with and supervise and train staff including instructing others to deliver menu items	1,2		
	Demonstrable high-level of cookery skills - able to deliver consistently high quality food in a time pressured environment.	1,2,5		
	Able to work effectively, both co-operatively as part of a team and as a team leader, to meet service demands	1,2		
Equality Issues	Able to identify some types of discrimination that commonly exist	1,2		
Specialist Knowledge	Extensive knowledge of food and personal hygiene, kitchen safety legislation	1,2	Good knowledge of the principles of nutrition	1,2

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria				
Attributes	Essential	How Measured	Desirable	How Measured
Education and Training	Level 2 Certificate in Food Hygiene or equivalent	1,4	Level 3 Diploma in Professional Cookery	1,4
Other Requirements	Able to lift catering equipment, up to 20 kilos, on a frequent basis.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

NB: This job description reflects the requirements of the Culture Trust. The role and duties of the post are subject to change in line with the future development of the Culture Trust. The Culture Trust reserves the rights to make such changes as are necessary and any changes required will be discussed with the post holder as appropriate.

This role is subject to a Basic DBS Check.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that the Culture Trust's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulations (2018)