

## Hawkwood CFT Job Description

### JOB INFORMATION

<b>JOB TITLE</b>	Head Chef
<b>LOCATION</b>	Hawkwood, Stroud, GL6 7QW
<b>WORKING HOURS</b>	37.5 hours/ week over 5 days

### POSITION IN THE ORGANISATION

<b>REPORTS TO</b>	Operations Manager
<b>WORKS IN CONJUNCTION WITH</b>	Operations Manager, Bookings Manager, Venue Hire Manager, Catering Team

#### THE CONTEXT:

Hawkwood, a Registered Charity, is an independent centre for arts and education. Hawkwood offers residential courses to people of all ages and from all walks of life. No formal qualifications are needed to participate in events at Hawkwood which also hosts conferences and educational trainings by other organisations. The post holder will be expected to embrace, articulate and work with the Hawkwood's vision & ethos, ensuring that Hawkwood's reputation as a warm, welcoming and nurturing centre for adult education is maintained.

### OVERALL PURPOSE OF JOB

The Head Chef is responsible for leading the Hawkwood ethos in providing delicious and wholesome meals for all guests.

- They are responsible for the effective functioning of the kitchen to meet all the catering needs of Hawkwood's customers, including menu planning, ordering supplies & preparing meals
- The role also encompasses all aspects of food, health, and hygiene management
- The Head chef is responsible to the Operations Manager in the day to day running of the kitchen and is responsible for the support chefs in terms holding all menu planning and food ordering
- The role is hands on, leading the support chefs and working on shift with the catering supervisors to ensure in the smooth, efficient day to day running of the hospitality offering at Hawkwood

## MAIN DUTIES AND RESPONSIBILITIES

Menus: Working from dietary/ allergen information and group numbers passed from the bookings manager in planning ahead weekly menus within budget suiting the requirements of both the individual customer and group participants where required. To manage and provide for participant diet and allergen requirements. To ensure the menus, individual group/ participant diet/ allergen information is disseminated to other chefs for their shifts and that all supplies are in stock ready for their service. Keeping a record of menus/ group information from all meals.

### Managing Stocks and supplies

- Ordering supplies required to provide meals and beverages for customers within agreed budget parameters
- Ordering of all supplies and checking food deliveries when they arrive. Ensure a good relationship with suppliers, keeping abreast of all costings

### Cooking meals

- Cooking wholesome, nutritious meals for Hawkwood customers using locally and/or organic sourced supplies wherever possible – and ensuring all dietary/ allergen requirements are met

### Food Hygiene, Health and Safety

- To comply with Hawkwood's Health & Safety Policy including Manual Handling Policy and Practice
- To comply and lead on the Food Standards Agency's requirements on managing all aspects of food safety procedures, food hygiene procedures, allergen handling, HACCP, food labelling, kitchen/ equipment safety & hygiene procedures on a daily basis. Manage and keep safety & hygiene records as required by FSA
- To assist in training staff in all relevant areas of kitchen & food hygiene & safety

### Kitchen Management

Ensuring the kitchen is adequately equipped for the day-to-day operation and ensuring kitchen equipment/ crockery etc is in good working order.

### Finance and Resources

- Reporting to the Operations Manager to ensure the overall economy of the kitchen is in line with budget
- Working with Operations Manager to ensure all kitchen shifts are covered by chefs
- Working with the Operations Manager to monitor and review progress of kitchen staff, including inducting new kitchen staff when required

### Customer Service

- Monitoring customer feedback and responding to suggestions in a positive manner

### Communication and working relationship

The Head Chef reports to the Operations Manager

The Head Chef supports the chefs

The Head Chef works with external suppliers of produce

The Head Chef is a member of the Management Team

PERSON SPECIFICATION		ESSENTIAL / DESIRABLE
SKILLS	<ul style="list-style-type: none"><li>• Innovative cooking skills and passion for nutritious, wholesome food</li><li>• Organised and focussed on attention to detail</li><li>• Time management</li><li>• Creative, innovative, and positive approach to problem solving</li><li>• Communication skills</li><li>• Able to lead and motivate colleagues</li><li>• Strong team-building skills</li><li>• A customer focussed hands on manager</li><li>• A passion for improvement, an absolute commitment to quality and strong skills in providing excellent customer care</li><li>• To present a professional image at all times</li><li>• The ability to inspire others and help them develop</li><li>• The ability to work under pressure</li><li>• The ability to manage a budget and keep accurate records</li><li>• Maintain excellent health and hygiene standards</li></ul>	E E  E  E E
KNOWLEDGE	<ul style="list-style-type: none"><li>• Food preparation</li><li>• Managing stock</li><li>• Food handling safety</li><li>• Food allergens</li></ul>	E D D D
EXPERIENCE	<ul style="list-style-type: none"><li>• Experience in the food service industry</li><li>• Supervising staff</li><li>• Customer service</li></ul>	E E E
QUALIFICATIONS	<ul style="list-style-type: none"><li>• Food Hygiene Level 1</li><li>• First Aid Level 1</li></ul>	D  D

<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• A positive 'can do' attitude</li> <li>• Personal hygiene</li> </ul>	E E
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<b>PERSONAL CHARACTERISTICS</b>
<ul style="list-style-type: none"> <li>• Practical minded</li> <li>• Work individually and as part of a team</li> <li>• Friendly, positive attitude</li> <li>• Ability to think for oneself</li> <li>• Reliable</li> <li>• Willing to listen</li> <li>• Willing to multi skill</li> <li>• Good communicator</li> <li>• Attention to detail</li> <li>• Planning and organising skills</li> </ul>

<b>STAFF CODE OF CONDUCT</b>
<p>Whilst working as a member of staff at Hawkwood the jobholder will:</p> <ul style="list-style-type: none"> <li>• Act in accordance with my employment contract and 'written statement' and follow the policies and procedures in the staff handbook</li> <li>• Act in the best interests of Hawkwood at all times and act in a way that will enhance Hawkwood's reputation and standing in the community</li> <li>• Be considerate, courteous, and respectful to the opinions, views, origins and backgrounds of all other members of staff, volunteers, visitors and trustees; and respond to others with an open mind</li> <li>• Keep themselves up to date with what is happening at Hawkwood. Understand the educational programme and Artist Residency Programme and how their role impacts on Hawkwood's success and reputation</li> <li>• Take a caring attitude to the grounds and the house and the use of all Hawkwood's resources.</li> <li>• Maintain confidentiality in respect to the information they have access to regarding other staff members, volunteers, visitors and trustees</li> </ul>