

BRCKHOLES

JOB DESCRIPTION



Lancashire,
Manchester &
N Merseyside

Post Title: Commis Chef

Accountable to: Head Chef

Accountable for: N/A

Job Summary

You will prepare food in accordance with the set procedures as directed by the senior kitchen staff. You will work with the senior kitchen staff to ensure that the catering offer is an integral part of the visitor experience and you will help to develop a reputation for excellent food.

The role holder will be required to work 37.5 hours per week. You will be required to work regular early mornings, evenings and weekends to meet the needs of the business.

In addition, situations may also arise that require you to perform other duties or tasks as may reasonably be requested by the Lancashire Wildlife Trust.

Result Areas

The Catering Experience

- To prepare food in accordance with set procedures as directed by senior kitchen staff.
- Willingness to learn new cooking techniques and preparation styles.
- Show a basic understanding of food care and the importance of waste management.
- With the kitchen team, create exciting seasonal menus using the best local produce and ensure that these are delivered to a consistently high standard and reflect the Brockholes brand.

Legal and Compliance

- Identify and manage risks within the catering operation and take actions to ensure that the kitchen team are secure and compliant with all relevant legislation involving stock control.
- To work hygienically at all times showing good fridge organisation.
- To ensure the control of company stock and property, including ensuring the correct storage of food stuffs.
- To operate and clean equipment with due regard to health & safety.
- To adhere to cleaning and maintenance schedules.
- Ensure compliance with Food Hygiene standards and internal procedures to minimise risk to the public and staff.

The post holder will be required to hold a relevant food safety qualification. Further training will be provided if necessary.

PERSON SPECIFICATION

This section details the experience skills, knowledge and personal qualities required for the post.

| Experience | Essential | Desirable |
|---|------------------|------------------|
| Practical experience of working within a catering environment including the preparation of good quality food. | | √ |
| Pastry experience | | √ |
| NVQ Level 2 Qualification in a food related subject or working towards the achievement of a qualification. | √ | |
| Level 2 Food Hygiene Certificate. | | √ |

| Knowledge | Essential | Desirable |
|---|------------------|------------------|
| Food hygiene and Health and Safety compliance requirements. | √ | |

| Skills | Essential | Desirable |
|---|------------------|------------------|
| Strong people skills with the ability to communicate effectively, with excellent verbal & listening skills. | √ | |
| Quick thinking with the ability to remain calm in stressful situations. | √ | |
| Strong organisational skills. | √ | |

| Personal Qualities | Essential | Desirable |
|--|------------------|------------------|
| Passionate about delivering excellent food. | √ | |
| Punctual, reliable and professional. | √ | |
| Ability to be flexible and respond to changing situations. | √ | |
| Ability to work effectively under pressure. | √ | |

GENERAL TERMS AND CONDITIONS

- Salary:** National Minimum Wage / Living Wage.
- Pension:** The Trust contributes to the NEST Pension Scheme. Full details will be provided.
- Hours of Work:** 37.5 hours per week. The post will involve occasional evening and regular weekend working. Time off in lieu is given for any hours worked in excess of 37.5 per week.
- Duration of post:** The post is a permanent contract. All new employees undertake a probationary period of 6 months, in which time they are expected to demonstrate their suitability for the post.

Holidays: 25 days per annum plus 3 occasional days. Time off in lieu will be given for any bank holidays worked.

Training: Expected to undertake any relevant training.

Place of work: Brockholes Nature Reserve, Samlesbury, Preston, PR5 0AG

Other: The Wildlife Trust operates a no smoking policy at all its offices. The Wildlife Trust is an equal opportunities employer and is positive about disabled people.

Policy: All staff are required to abide by organisational policies and procedures.

Closing Date

For Applications: 15th August 2018

Interviews: TBC

Due to the high cost of postage and our Trust Policy to be environmentally friendly, we do not send acknowledgements for applications or letters to unsuccessful applicants. If you have not heard from the Trust within three weeks of the closing date, please assume that your application has been unsuccessful.

Thank you for your interest in working for the Wildlife Trust for Lancashire, Manchester and North Merseyside. We look forward to receiving your application.

Criteria Common to All Job Descriptions:

A Job Description sets out the purpose of the job, where it fits into the Trust's structure, the context within which the job holder functions and the principal accountabilities of job holders, or the main tasks they have to carry out. It is not a definitive work plan. This document is intended to provide guidance on the scope and function of the job.

Equal Opportunities Statement:

All employees are required to adhere to and promote the principles and operation of the Trust's policies on equalities, to ensure that services provided are relevant to ethnically diverse communities and other disadvantaged groups in the area.

Health and Safety Statement:

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Trust's Health and Safety at Work Policy and the Health and Safety File. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the Trust including personal protective equipment in accordance with training or insurance. All members of Trust staff are responsible for informing their line managers of any potential gaps in the current Trust Policy. All employees are responsible for ensuring that Health and Safety Policy is up to date and continuously reviewed and evaluated.

Performance Review:

All employees will participate in the Trust's Performance Review process. The process aims to ensure that performance standards/targets are jointly agreed between employees and line managers and are achieved within agreed time scales. Failure to maintain an appropriate standard indicated by management can result in Capability proceedings being taken.

Commensurate Statement:

At times, the Post holder will be required to undertake other duties and responsibilities of a similar level and nature in order to support workload peaks and resources and skill shortages, ensuring priorities are met. This will be sensitive to available resources and individual skills and will generally be within the same area.

Adherence to Staff Handbook, Policies and Procedures:

The Trust is a large, diverse charitable organisation and as such needs to ensure that all employees are aware of their obligations to and from the organisation. These are clearly defined in the Staff handbook, the Intranet and in the policies and procedures adopted by Council as part of the Trust's governance. All Employees have an obligation to read and understand these policies, especially those that are pertinent to this role.