

Job Description

Job title:	Head Chef
Reports to:	Cafe Manager
Location of job:	Mudlarks Garden Café, 32 Fore Street, Hertford, SG14 1BY
Main purpose of job:	To prepare a menu for a range of vegetarian and vegan food, purchase food supplies, and prepare food to be served in Mudlarks Garden Café.
Full-Time:	5 days a week (Tuesday – Saturday, 8am – 4pm)
Salary:	£21,450 per annum

General requirements

- To understand fully, and have a commitment to, carrying out the aims and objectives of Mudlarks (see attached).
- To work within the Mudlarks' policies and procedures to provide a high quality of service and in particular to always have a high regard for the organisation's Equal Opportunities Policy.
- To act in accordance with the Data Protection Act (1998).
- To act in accordance with the Health and Safety at Work Act (1974) and the organisation's Health and Safety policy statement.

Specific duties and tasks

- Plan a varied menu making best use of available seasonal and locally grown produce
- Prepare and cook meals and baked sweet items for café, ensuring food is served fresh and on time
- Manage wastage effectively
- Respond to and supply food for catering requests and café outreach activities and events
- Manage kitchen stock
- Ensure kitchen is kept clean and tidy and food safety standards are met
- Work with other café staff to organise café publicity and promotion
- To set and maintain the highest standards of food preparation in the café kitchen.
- To support and train the people involved in Mudlarks activities, including people with learning difficulties, students on work experience, people with mental health issues, people on probation, and other volunteers. This requires dealing with individuals who may exhibit some challenging behaviour.
- To work with the project manager on other projects as required.

Skills, qualities, and experience required:

Essential

- Experience of menu planning and vegan/vegetarian cooking
- Interest in researching and implementing new recipes
- Able to work quickly under pressure
- Able to work on own initiative and to work with others collectively
- Exceptional communication skills
- Good organisational skills
- Knowledge of food safety

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Desirable

- Experience of community work or working with volunteers
- Understanding of environmental and sustainability issues, especially around food

Health and Safety

- Comply with all health and safety policies, measures and legislation.
- Ensure your own safety and those with whom you are working.
- Set-up, manage and implement the café's food safety management plan (Safer Food, Better Business) in accordance with HACCP standards.
- Assist with Risk Assessments where required.
- Apply first aid when necessary, appropriate to your skill level.
- Report all safety matters to the Project Manager.

Financial management

- Ensure that receipts for all food purchases are kept and passed to the deputy project manager weekly.
- Ensure that all spending is approved by the Mudlarks project manager.

Kitchen management

- Ensure all administration, documentation, logs and records are compiled, updated and stored as per company procedures.
- Rotate stock and ensure no waste
- Keep fridge and freezer clean and organised, ensuring everything is labelled and discarded if necessary
- Ensure recycling and rubbish are emptied regularly
- Ensure kitchen laundry is washed regularly
- Maintain the kitchen in good, clean and serviceable order.
- Notify the Project Manager or Café Manager of any site problems.
- Attend meetings with management, as required.

Additional requirements

- To assist in publicity for Mudlarks, supplying information on the café kitchen and menu as requested
- Provide information for reports and Mudlarks Management Committee meetings.
- To safeguard the long-term future of the Mudlarks charity.
- You may be required to carry out other duties, as within your capabilities and level of responsibility, in order to meet the needs of the organisation.

Person specification

Education and training

Essential

- A good level of literacy, numeracy and communication skills.
- Training and qualifications in commercial cooking.
- Basic First Aid Certificate (or to be obtained as soon as practicable).
- Food Hygiene Certificate, level 2 (or to be obtained as soon as practicable).

Desirable

- Training and qualifications in catering and/or retail management.

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Skills and abilities

Essential

- Ability to think logically and creatively to provide practical solutions to a changing range of problems and issues.
- Ability to deal with challenging behaviour.
- Ability to work positively both as a member of a team and independently, with general direction and within a clear framework of accountability.
- Self-motivated and able to use own initiative.
- Good verbal communication skills.
- Ability to work under pressure.
- Willingness to be flexible.

Desirable

- Written communication skills necessary to present information in written reports and correspondence.

Experience and knowledge

Essential

- Previous experience cooking in a commercial setting.

Desirable

- Experience of working with people with learning difficulties and/or mental health issues.
- To have a keen interest in, and experience of, one or more of the activities undertaken at Mudlarks.

DBS Clearance

Please note that as this post will involve working with children and vulnerable adults, your appointment is subject to you receiving satisfactory DBS clearance.

COVID-19 considerations:

Employees follow the strict Covid-19 safety procedures set in place. Full training is given.