

Preston Good Food Project

JOB DESCRIPTION: Head Chef

Job Particulars

Job title:	Head Chef
Responsible to:	Project Co-ordinator
Liase with:	Assistant Catering Manager, Project Co-ordinator
Hours:	Flexible start to be negotiated leading to 40 hours a week
Rate:	£22,000 per annum - The Larder (a social enterprise) is committed to being a Real Living Wage Employer
Contract:	1 year initially with a 3 month probationary period
Holidays:	25 days per annum
Start Date:	To be confirmed
Location:	Based on site in Preston city centre

Job Purpose

Preston Good Food Project is Big Lottery funded. Whilst time limited, our intention is to create a financially sustainable business to take the project into the future. Due to this it is important for all involved to take responsibility for the on-going success of the project.

The Head Chef's job purpose is to fully engage with and take an active lead in shaping and developing this exciting new initiative, managing and being responsible for the chef's duties of the Preston Good Food Project, liaising with all staff, suppliers, students and volunteers to ensure successful and positive operations. Create and implement all necessary procedures expected of a chef supported by the Assistant Catering Manager and work with, support and motivate students and volunteers.

Duties & Responsibilities

- Support the Project team in developing a café run at least some of the time on 'Real Junk Food' principles - this may mean initially limited café opening hours, leading on to full time opening as the Project develops
- Lead on menu development, manage the overall food operation, and produce high quality dishes including, on designated days, using mainly "wasted food" ingredients and/or locally sourced food. The menus should be appropriate for the type of service and customers the project receives. The menu each day should include a range of dishes to support the project in attracting a range of customers, including those in food poverty and also including vegetarian, vegan, healthy and gluten free options

- Ensure that each service (breakfast, lunch or evening service as appropriate) is ready to serve on time, and that there is a written menu with dietary and allergy information at least 15 minutes before the start of each service to ensure menu boards can be written on time
- Supported by volunteers, develop and share recipes and images that inspire people to eat good food, budget wisely on potentially very restricted incomes and be mindful of reducing food waste
- As the Project develops, create menus and dishes for external and social events as required
- Work creatively with waste food ingredients to ensure the absolute minimum of food is discarded. This includes regularly checking stock to use ingredients that are likely to become unusable
- Work creatively to reduce food related packaging going to landfill
- Work with the Project team to source local ingredients from local farmers and producers
- Work with the Project Co-ordinator to investigate the potential to offer placements and more formal training to people who are seeking to get back into work.
- Work closely with volunteers and students, and embed informal training and “up-skilling” into working practices
- Support Project Co-ordinator and the Assistant Catering Manager in inductions of volunteers and students
- With support from the Assistant Catering Manager, identify, arrange and deliver regular training to staff and volunteers on food safety, food presentation and related aspects of the project to ensure high quality meals are consistently delivered to customers
- Ensure a high standard of hygiene is achieved in food preparation areas at all times and instill a culture of food safety throughout the project. In partnership with the Assistant Catering Manager this will include (but not be limited to) development and execution of cleaning rotas, development and execution of opening and closing checks for all food prep areas, and leading on identifying and offering constructive solutions to any food safety hazards for the business.
- Take responsibility for regularly assessing food preparation areas for risks to health & safety, including (but not limited to) faulty equipment, trip, slip or fall hazards, broken, sharp, uneven surfaces, etc. Maintenance or repairs that can be easily performed by the Head Chef should be completed within 5 working days. Works that require an outside contractor or budget should be reported to the Project Co-ordinator
- Lead on and be responsible for safe food storage, labelling, and stock rotation
- Ensure that all administration and recording procedures are carried out in relation to food safety
- Attend regular briefing meetings with the team

Qualifications, skills, knowledge and experience

Essential

- Ideally you will have City & Guilds 706 1/2 and/or NVQ Level 4 or equivalent, with a food hygiene qualification
- 5 years kitchen experience and 2 years as a head chef
- A full current UK driver's licence

Highly Desirable

- A chef with:-
 - a flexible style, confident in leading the food operation of the project, and managing the day to day running of the kitchen
 - a real passion for, and knowledge of food
 - the ability to enjoy the challenge of ever changing ingredients, and developing new recipes to address food poverty and reduce food waste
 - strong ethics – someone who supports our mission to reduce food poverty and waste, has an interest in sustainability including finding ways to support local food growers and producers, and values people over profits. Someone who wants to make a real difference!

- excellent communication skills as this role involves working with an varied customer base, as well as working with a range of staff and volunteers. The Project is also gaining significant media attention which we expect to increase once the restaurant opens
- interest in teaching and empowering others - we are looking for someone with patience and good informal / on the job teaching and training skills who can bring out the best in those around them
- a proven record of being a good team player as s/he will play a crucial role in the development and success of this project
- Previous experience of the Real Junk Food project model would be an advantage

Working Conditions

The Head Chef will be based in the centre of Preston but may be asked to work at other sites from time to time, and sometimes off site for events. The Head Chef is expected to maintain a smart appearance and good level of personal hygiene.

Physical Requirements of the Job

The role involves standing for long periods of time, potentially using stairs, and involves regular lifting of crates of food, which can be heavy (up to 15kg). The applicant will need to be in good physical condition to meet the requirements of the job. All efforts will be made by the Project to adapt the job role should the staff member suffer any injury or illness that affects physical ability.

About the Project

A vision has been developed over the last four years and following extensive consultation by The Larder (Social Enterprise) supported by Preston Food Partnership of a multifunctional food hub in Preston offering:-

- A community café and shop
- An educational and training resource
- A local food procurement initiative

A principle aim of the Project is to address food poverty in the Preston area through proactive means which encompass the factors contributing to food poverty as well as aiming to alleviate hunger. The Project believes that food of a good quality should be readily available to all no matter what the level of income may be. It supports local and sustainably produced food, local farmers and small scale food growers and producers. It aims to raise awareness of and reduce the amount of food going to waste. The Project believes in a fair food system. The Project aims to improve the future employability of all students and volunteers it attracts.

The first months of the Project will involve some experimenting with opening hours, menu creation and staffing and volunteer rotas, and we are looking for an enthusiastic and committed individual who wants to get stuck in and help us develop this great project into a success.

The Project will be staffed by a mix of paid staff and volunteers, so we are also looking for someone who is a great communicator and enjoys supporting and teaching others. We are investigating the potential to offer placements and training opportunities, and are looking to offer accredited qualifications which would come with support from and links to education centres.

Declaration

This job description covers the main areas of duties and responsibilities of our Head Chef. It is not exhaustive and the duties and responsibilities may change from time to time in line with the project needs. This will always be negotiated.

What can we offer you?

Preston Good Food Project is a small, innovative organisation with a clear mission and a good sense of ethics. We value people not profits and are looking for the right person to get involved and help us build something amazing.

We are a caring organisation and will invest in the people who invest in us, whether that be training, support or equipment. The opportunity exists here to join a small team and create the job you want. Hard work will be essential, but we are an organisation that believes you should get back as much as you put in.

HOW TO APPLY

- Email your CV and a covering letter to Kay Johnson at foodwisetraining@yahoo.co.uk
- Please state any notice period you would need to honour with your current employer.
- The deadline for receipt of applications is **Friday 23rd February 2018 by 5pm**
- You will be informed by email if we need any further information and/or would like to invite you to an interview
- Please supply contact details for 2 references

Approved by:	
Signed:	
Date approved:	
Agreed by employee:	
Signed:	
Date agreed:	
To be reviewed:	