
JOB DESCRIPTION

Position: Chef- Kitchen Supervisor

Responsible to: Food Services Manager

Purpose of job:

To be a key member of the Kitchen & Enterprise Team, ensuring efficient production of high quality food for Space Community Café and external catering events, maintaining Food Safety and Health & Safety standards.

Key tasks:

- Produce a high standard of fresh food dishes, adhering to recipes and stock control procedures.
- Taking a lead role in the day to day kitchen operations including provision of on the job support to a small team of catering assistants, trainees and volunteers to develop their skills and confidence.
- Be a role model within the kitchen, sharing best practice and efficient ways of working in a constructive way.
- Maintain accurate HACCP records and COSHH standards.
- Show care for the work environment and catering equipment, ensuring the highest levels of safety and cleanliness to meet statutory regulations
- Receive and check goods, storing appropriately and promoting effective stock control
- Carry out other tasks deemed within your capabilities in order to respond to new opportunities and fulfil organisation goals
- Engage with café visitors to promote our catering services

Team work & Behaviours:

- Communicate and engage with all of our projects to promote team work
- Work to Space and sector legislative, ethical, policy and procedural requirements
- Understand the requirement for confidentiality in our work
- Nurture a culture of kindness
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.
- Undertake relevant Continuing Professional Development and training deemed appropriate for the role

Line Management:

Report to the Food Services Manager weekly, taking part in regular support & supervision.

Person Specification

Knowledge skills and experience	
Minimum 2 years' experience of working in a professional kitchen or catering environment, at Chef de Partie or Sous Chef level	Essential
Experience of HACCP record keeping	Essential
Ability to use initiative and work with minimum supervision	Essential
Excellent English communications skills	Essential
Basic Food Hygiene Training	Essential
Excellent attention to detail	Essential
Ability to use initiative and work with minimum supervision	Essential
Excellent English communications skills	Essential
Experience of managing staff	Desirable
Experience of working with volunteers	Desirable
Experience of working within the voluntary sector	Desirable
Values & Attributes	
Have a can do attitude, be adaptable and ready to take on new challenges	Essential
Have a calm, patient and respectful nature	Essential
Have excellent interpersonal skills and confidence to naturally form relationships with a range of people of all ages and walks of life	Essential
Be prepared to live our values and nurture a culture of compassion and kindness	Essential
Have appreciation for the impact of, and desire to work in, the Voluntary Sector	Essential
Have flexibility around working hours and be willing to work some evenings and weekends	Essential
Demonstrate a commitment to the principles of equal opportunity and diversity ensuring inclusivity	Essential