

Chef

Reporting to Bar and Catering Manager

Department The Beacon/ Operations

Contract Type Permanent, Full Time

| Different every day

Poole Arts Trust Limited, Registered in England and Wales Number 1368325.
Poole Arts Trust (Trading) Limited, Registered in England Number 1368368.
Poole Arts Trust is a registered Charity Number 275961.

SUPPORTED BY



AFFILIATED WITH



Principle purpose of the role

To work as part of a team in planning and preparing food as required in a timely manner. Ensuring high standards of food hygiene and cleanliness are maintained at all times.

Planning and delivery

- To ensure that the lunch menu, evening menu and private catering are prepared to order in a timely manner and to a high standard of presentation under the direction of the Bar & Catering Manager
- To prepare the café in readiness for opening hours.
- To ensure operational efficiency on a day-to-day basis, adhering to all company procedures, food hygiene rules and kitchen cleanliness.
- Effective and respectful communication with staff at all levels, including Beacon team, managers and staff.
- Communicate any health and safety or maintenance issue to line manager.
- Assist in the keeping of relevant records (ie. food safety).
- Assist with the setting up of the following day's opening.
- To minimise food wastage and safely repurpose products or ingredients.
- Adhere to all Beacon and Lighthouse policies and procedures.
- Provide expertise into seasonal changes to the main menu, buffets, and private catering.
- Any other duties as may be reasonably required.

Health and safety

- Adhere to health and safety legislation and Poole Arts Trust's policies and procedures.
- Report all safety matters to the Manager.
- To assist the Manager in ensuring that the café and kitchen areas are kept clean, safe and hygienic at all times and comply with health and safety procedures.

Training

- Take responsibility for their own training and development, including attending and completing relevant induction and mandatory training. Core Training will cover Online IHASCO training and Health and safety as part of the induction.
- To participate with their review process with their line manager, every 6 months and to take up opportunities identified as part of their learning and development.

Any other duties as may be reasonably required.

Diversity

To be aware of and embrace the EDIB culture at Lighthouse at all times.

Values

Work to and promote the Lighthouse values of being Aspirational, Welcoming & Excellence.

Person Specification

EXPERIENCE AND KNOWLEDGE

Essential

- Excellent food planning, presentation, and preparation skills.
- A good understanding of food handling and hygiene regulations is required.
- Experience of working in a catering environment and a valid food hygiene certificate is desirable.

Desirable

- Passionate about great customer service.

COMPETENCES AND SKILLS

- Knowledge of working in a kitchen environment, minimum 3 years.
- Experience within a catering outlet (Café, restaurant etc) Minimum 1 year
- Have qualifications in Food Safety, COSHH, First Aid or be willing to participate in courses.

PERSONAL CHARACTERISTICS

- Able to cope with the physical demands of working in a kitchen.
- Be well presented with excellent personal hygiene
- Adaptable to change.
- Dynamic, energetic and enthusiastic
- Flexible and reliable
- A polite and friendly manner
- A positive and supportive team member
- Able to work evenings and weekends.