**Chef Coordinator at Calderstones**

**VACANCY REFERENCE CODE: 01/2018**

*Please quote this code on the application form*

“One cannot think well, love well, sleep well, if one has not dined well.”

[Virginia Woolf](http://www.goodreads.com/author/show/6765.Virginia_Woolf), [*A Room of One's Own*](http://www.goodreads.com/work/quotes/1315615)

**Based in** Calderstones Park, L18 3JB

**Reporting to**: Catering Manager

**Salary:** £17,000-£22,000 (Band 2)

**Hours:** 35 hours per week across5 days on a rota basis spanning 0800-1800 hours, Monday to Sunday.

**Annual Leave:** 30 days holiday per year plus bank holidays.

**Duration:** Permanent

**About The Reader**

‘*I’ve never finished a book before but that was dyno! Can we read the next one*?’

*Shared Reading* group member

The Reader is a dynamic national charity and social enterprise, head quartered in Liverpool. Since 2002, The Reader, has pioneered the use of *Shared Reading* to improve wellbeing, reduce isolation and build community resilience and connectedness across the UK and beyond. We inspire and support people to read great literature, *aloud*, together. It is a deceptively simple, yet powerful model which is highly replicable as it works for people of all ages, backgrounds and life situations.

We are driven by the ambition of making *Shared Reading* part of the fabric of our communities – in every care home; in every library; in every mental health hospital and in every community centre –so, like the Scouts and Guides - wherever you find yourself living, there will be a group nearby.

**About The International Centre for Shared Reading at Calderstones, Liverpool**

The Reader is at a pivotal moment in its development. With the support of the Heritage Lottery Fund, Liverpool City Council Arts Council England and additional grant funders The Reader will transform Calderstones’ grade II listed Mansion House into an international flagship project for shared reading – Our International Centre for Shared Reading.

We are creating a community based on reading that will help people reach their full potential through Shared Reading volunteering, training opportunities and employment. The site will include the conservation and display of The Calder Stones in a new location in the heart of the Mansion House grounds. As part of the vision for the site, post refurbishment, The Reader will be launching a number of new social enterprises and building capacity within the catering business that it already operates.

There will be readers and reading rooms, The Storybarn (our existing interactive storytelling experience for children and families), heritage exhibitions and activities, a shop, café and ice cream parlour, wellbeing activities, cultural events and special occasion spaces, the Secret Garden, the Theatre Room - all within a beautiful public park. Our social businesses will generate income for the charity, as well as buzz for the site, jobs and additional volunteering opportunities. Above all, Calderstones will be created by our people – thousands of visitors, hundreds of volunteers and staff.

We are hugely ambitious for Calderstones, the development of which is a key part of the Reader’s strategic plan, and which we believe will influence the national conversation on sustainable community, health and wellbeing and the value of literature.

 **Our beliefs and values**

Our beliefs and values shape our culture and guide us in our work both internally and externally. These are principles that we hope will help everyone who works for us, everyone who works with us and everyone with whom we read understand who we are, what we stand for and how we do things.

It’s really important that we recruit people who feel they can work in accordance with these values:

* Great literature is at our heart
* We read to lead
* We are kind but bold
* We respect individuality but work as a team
* We value innovation and find ways to live with change
* We have strong boundaries and are well supported
* We celebrate success but learn from our mistakes
* We work whole-heartedly and value our wellbeing

Please read more about our purpose, beliefs and values on our [website](http://www.thereader.org.uk/who-we-are/our-values-and-beliefs.aspx).

**About the Role:**

The Reader is a growing, fast-paced, demanding and highly rewarding place to work if you are a learner who is open to change and personal development.

We are looking to recruit a dedicated, creative, catering professional with a strong values fit who can help us grow our business so that

* At Calderstones we become the best park-based café in the world
* We are ready to develop other hospitality offers in other locations when the time is right

We are ambitious for our Social Enterprises, and we expect to appoint a candidate who can grow with the business and increasingly take on greater professional responsibility. This is a fantastic opportunity for the right candidate to grow with us as we develop our catering offer.

If you have the best work-ethic and are passionate about food, if you are both massively ambitious and a great team-player, if you are looking for a long-term challenge and are able to lead by example, if you will be happy whipping up an Eton Mess or breaking down boxes in the back yard, then you may be the person we want to develop into a great career caterer at one of the UK’s most exciting Social Enterprises.

As Chef Coordinator you will be working with the Catering Manager, and be responsible for creatively developing and ensuring great delivery of The Reader’s hospitality offer.

Our current provision consists of a well-established and popular café, in temporary accommodation, and separate Ice Cream Parlour. Our remodeled Reader Café inside Calderstones Mansion House will open in a year and you will be involved in the creative vision for the new café, as well as the planning and development that will be bring it about. We expect to re-open the Mansion in Spring 2018 and we are looking for a candidate who can make the transition with us to potentially take on a Head Chef role in that new venture.

This role is one that will grow as the business grows and offers fast progression and career development for the right person. We want to find a professional, with creative flair, a passion for food and good service, who will make our catering work their own. In the first instance, it is expected you will have responsibility for the overall daily operation of the café’s kitchen and catering processes, ensure the smooth working of a range of profitable catering offers whilst being mindful of industry cost margins. You will need the practical skills to execute an interesting but simple menu, working alongside the Catering Manager contributing to the development of innovative seasonal menus.

The person in this role oversees all aspects of catering health and safety compliance, ensuring the highest standards of food safety, food quality and risk management are achieved and that these standards are maintained through constant monitoring.

We are keen to hear from an experienced chef, but are definitely open to applications from newly qualified chefs with ambition and interest in social enterprise. You must understand and be experienced at working in professional kitchens. The post-holder will be flexible and hands on in all areas providing a range of profitable catering offers that work in harmony with the Reader’s ethos and vision, generating revenue and supporting our wider activity.

The Chef Coordinator will be based at Calderstones, where The Reader is developing its International Centre for Shared Reading. It is likely we will have or we will be developing at least one additional catering site, beyond the park, by 2020.

**Key Responsibilities:**

Key to success in this role will be the ability to:

* Show your love of food and all aspects of hospitality
* Change and grow as the business grows
* Be interested in and care about people
* Think on your feet and with entrepreneurial flair
* Care about detail while creating the bigger picture

Responsibilities for this role will cover the following key areas:

QUALITY

* Create and deliver exciting food offers for the temporary café
* Assist in the creation of the new Café offer in the lead up to opening Spring 2018
* Work with the Catering Manager to develop a set of Reader Quality standards for Catering
* Ability to devise, prepare and deliver all items offered on the menu
* Be aware of business profitability, minimising wastage.
* Ensure all cleaning schedules, food temperature and fridge temperature records are current and contain information required by food safety regulations with any testing carried out as instructed.
* Ensure that all kitchen equipment is properly cleaned, maintained and used safely

PEOPLE

* Be a leader in the development of a level of excellence among all staff across the site, and especially in Customer Service
* Contribute towards the creation of an environment in which all staff can develop, both individually and as a team
* Act as a mentor to junior staff to allow them to develop both within The Reader and within themselves
* Ensure the negotiation and management of relationships with all staff, suppliers, customers, and the wider Reader staff is in line with Reader values.

FINANCE

* Understand our business economics and contribute to profit-creation without compromising quality
* Investigate changes to provide more cost effective service delivery and reduce revenue costs
* Assist in the management of Catering projects as necessary and ensure that these are delivered on budget and within agreed timescales
* Monitor and control expenditure on suppliers
* Control all aspects of waste within Catering Services

PERSONAL DEVELOPMENT

##### Participate in regular supervision with Catering Manager to identify performance standards for this post

##### Participate in The Reader’s Personal Development Programme, identifying with line manager any learning development needs in order continue your own personal and professional development and to meet agreed performance standards

**Person Specification:**

**Essential**

* Demonstrate a willingness to gain a thorough understanding of The Reader’s Values and Mission
* A chef /professional who loves thinking about and developing food
* Can demonstrate a strong care customer service and The Reader’s commitment to Quality experiences
* Excellent communication skills with customers, suppliers and colleagues, and an ability to lead and inspire colleagues
* Can perform to the highest standard whilst managing an extremely busy workload
* Have drive, initiative, motivation and resilience
* Flexibility to be able to work on a rota basis spanning 0800-1800 hours, Monday to Sunday
* Willingness to undertake training as required
* Excellent standards of personal hygiene
* An ability to cope with the physical demands of working within a busy café

**Desirable**

* Have management experience
* Experience of dealing with suppliers

**How to Apply**

Note. Please do not just send in a CV. We will only consider applications that adhere to the following process -

Visit [www.thereader.org.uk](http://www.thereader.org.uk) and select the Get Involved > Jobs tab where you will be able to view the full job description and download an application form. Please complete the application form and submit a covering letter, explaining how you meet the requirements of this role, to kateharrison@thereader.org.uk

Your covering letter is an opportunity for you to include any additional information which could not be explained within the application form.

**Deadline for applications: Friday 8th June, 9am.**

NB: applications arriving after 9am will not be considered

A high volume of applications may make replies to everyone impossible.