

## Head Chef at Calderstones

**VACANCY REFERENCE CODE: 65/2019**

*Please quote this code on the application form*

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

[Virginia Woolf, A Room of One's Own](#)

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

**Reporting to:** Catering Manager

**Salary:** £22,000-£27,000 (Band 3)

**Hours:** 35 hours per week across 5 days on a rota, Monday to Sunday.

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

**Duration:** Permanent

### **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 Head Chef you will be working with the Catering Manager, and be responsible for creatively developing and ensuring great delivery of The Reader's hospitality offer at Calderstones, with a view to expanding to additional sites over time.

Success in this role would be to establish the Mansion house as a food and drink destination renowned across the North West.

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 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.

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 post holder will also need to immerse themselves into the wider work of the reader to gain a deep and meaningful understanding of our vision and purpose.

The Head Chef 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
- Be an active learner and encourage the development of your team
- Care about your colleagues on a human level
- Think on your feet and with entrepreneurial flair
- Be a visible Leader for The Reader
- Care about detail while creating the bigger picture
- Represent the Reader professionally

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 Summer 2019
- 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
- Support staff with on shift issues and resolve efficiently
- Be aware of business profitability, minimising wastage.
- Develop the site HACCP to ensure compliance with current legislation
- Ensure all cleaning schedules, food temperature and fridge temperature records are completed correctly with any testing carried out as instructed.
- Ensure that all kitchen equipment is properly cleaned, maintained and used safely.

- Complete equipment risk assessments as required

## 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.
- Line manage the kitchen team in line with the reader's ethos and values to achieve a consistent high standard and professional environment

## 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 "Catch up" 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:

|            |   |
|------------|---|
| Experience | <ul style="list-style-type: none"> <li>• Can demonstrate a strong care customer service and The Reader's commitment to Quality experiences (E)</li> <li>• Can perform to the highest standard whilst managing an extremely busy workload (E)</li> <li>• An ability to cope with the physical demands of working within a busy café (E)</li> <li>• Have management experience (D)</li> <li>• Experience of dealing with suppliers (D)</li> </ul> |
|------------|---|

|  |   |
|--|---|
| <p>Knowledge/<br/>Technical<br/>Skills</p> | <ul style="list-style-type: none"> <li>• A chef who loves thinking about and developing food (E)</li> <li>• Excellent communication skills with customers, suppliers and colleagues, and an ability to lead and inspire colleagues (E)</li> <li>• Have drive, initiative and motivation (E)</li> <li>• Willingness to undertake training as required (E)</li> <li>• Excellent standards of personal hygiene (E)</li> <li>• Emotionally resilient (E)</li> </ul> |
| <p>Special<br/>Circumstances</p>           | <ul style="list-style-type: none"> <li>• Demonstrate a willingness to gain a thorough understanding of The Reader's Values and Mission (E)</li> <li>• Flexibility to be able to work on a rota basis spanning 0800-1800 hours, Monday to Sunday (E)</li> </ul>  |

\* E = Essential     D = Desirable

### 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 Section' where you will be able to view the full job description, recruitment pack and download an application form. Please complete the application form and submit to [kateharrison@thereader.org.uk](mailto:kateharrison@thereader.org.uk)

### Deadline for applications: Wednesday 21<sup>st</sup> August 2019, 9am

- NB: applications arriving after 9am will not be considered
- A high volume of applications may make replies to everyone impossible.

**Selection Process:** If successful at shortlisting you will be invited to attend a panel interview. You may be required to complete a selection task at the interview if this is the case you will be informed of this prior to the interview date.