



## Job Description

# Head Chef and Sustainable Food Coordinator

Location	Reports to	Hours	Salary
Bore Place, Chiddingstone, Kent	Venue Manager	37.5 hours per week, flexi-time basis over the calendar year	£27,501-£30,000 including accommodation contribution for onsite accommodation

### Job Purpose

A hands-on and coordination role to organise the catering at Bore Place, leading the provision of food and drink across the site, to deliver a high quality offering in keeping with our principles:

- Cooking delicious food for venue visitors and events, with a focus on using local, organic and seasonal produce whenever possible
- Working with the housekeeping team to provide a welcoming and efficient service to visitors
- Proactively working to increase income generation through food
- Setting and implementing ethical and sustainable principles and practice
- Liaising with site gardeners, education and venue staff to provide a coordinated service to all clients
- Proactively supporting the organisation's development in education and health programmes

### Responsibilities and tasks

#### Catering

- Leading the provision of meals and refreshments for visitors, students and events
- Liaising with the housekeeping team to meet all client needs
- Working to and managing an agreed budget
- Leading and implementing our policy on sourcing, ordering and cooking ingredients; promoting organic, local, seasonal, Fairtrade and animal welfare principles
- Working closely with gardeners and farmers to use and develop ingredients produced on site wherever possible
- Identifying visitors' and other catering needs, dietary requirements, and liaising with visitors and staff on menus and timetables. Sensitively designing appropriate menus for different clients and occasions
- Working to and maintaining high food hygiene and environmental health standards and coordinating food hygiene for the site

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Home of the Commonwork Trust (registered charity 1160725 & company 09254227) & Commonwork Organic Farms Ltd (registered company 1977080)

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### Housekeeping

- Working with the Venue Manager and staff to provide an effective, seamless service to all clients
- Keeping the kitchen, equipment and facilities spotlessly clean, attractive, in good order, ready and welcoming
- Ordering kitchen supplies as required, keeping accurate records, working within agreed budgets
- Being part of the after-hours call-out team – being available to venue visitors for queries or emergencies

### Connections with visitors

- Providing a warm welcome to visitors, working seamlessly with the housekeeping team to look after all visitors during their stay
- Liaising with clients about their needs and work, providing information about Bore Place and helping to make the connections between visitors and our agenda
- Obtaining and acting upon feedback from visitors to improve the premises and services

### Administration

- Keeping accurate records relating to menus, food hygiene and allergens, environmental health, purchases and stock control
- Monitoring and working within agreed budgets
- Taking the lead on food hygiene and environmental health issues; adhering to these and other statutory regulations

### Being part of the wider organisation

- Deliver kitchen led food related courses as part of the Trust's event programme
- Overseeing the production and development of Grow to Grow food products in liaison with the Grow to Grow team
- Manage and develop Grow to Grow kitchen activities
- Taking part in meetings and events as appropriate
- Contribute to Commonwork Trust's sustainable development, taking an active part in making the connections between venue, gardens, farm, education and health programme

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### Person specification

#### Essential criteria

- Experience and enjoyment of cooking for others
- Flexibility in cooking for a variety of diets
- Experience of cooking in work settings for small and large groups
- Evidence of ability to prioritise and meet deadlines
- Evidence of 'satisfied customers'
- Evidence of ability and willingness to work hands-on
- Experience and enjoyment in client/customer liaison
- Experience of working alongside others and of taking the initiative
- Flexibility in working hours to meet needs of the venue and its clients
- Support for the aims of the organisation and commitment to sustainable food provision

#### Useful criteria

- Experience of working in conference or venue settings
- Experience of working in social enterprise
- Interest and knowledge of sustainable development, food and farming, education, health and dissemination of ideas.

*NB: We do not expect applicants to have experience in all these fields. Training can be provided.*