

Job Description



Job Title:	Chef - Deputy Catering Manager
Department/Section:	Rare Breeds Centre – Catering
Reports to:	Catering Manager
Principal Contacts:	Customers, Staff, Suppliers, People We Support
Job Purpose:	The delivery of high quality food for the Granary Restaurant and Catering Outlets on Highlands, within budget and within agreed operational procedures. Deputise in the absence of the Catering Manager for all areas relating to catering service.
Responsible for:	People: Staff Finance: Till reconciliation, vending, floats, petty cash, awareness of budgets and financial performance Other physical resources: Equipment and minor maintenance

Main Duties and Responsibilities:

(This list is intended to define the main duties and responsibilities that are required to be undertaken by the post holder and is not a comprehensive list of all duties that may be required from time to time)

1. Supervise and motivate team members, addressing welfare issues, advising on and implementing personal development, training and coaching, maximising performance from team members in order to ensure that they contribute effectively to the service in alignment with the Trust aims and objectives.
2. To plan and develop, in close liaison with the Catering Manager, all menus and prepare food for all outlets within the RBC. Support the Catering Manager in day to day running and development of all outlets within the RBC, ensuring delivery of imaginative and profitable visitor menus and refreshments.
3. To assist the Catering Manager in providing specialist advice to ensure a quality and safe training and work provision for agreed Life Skills placements within the catering areas.
4. Liaise with the Catering Manager in planning and implementing all agreed stock ordering and rotation and be responsible for checking and signing for all supply deliveries for all outlets within the department as instructed by the Catering Manager.
5. To be responsible for cashing up in the Granary Restaurant, and other outlets and to ensure the Trust's financial administrative procedures are strictly adhered to.
6. To ensure that all required daily, weekly and monthly Health and Safety/Food Hygiene checks including control and management sheets are undertaken, recorded and "signed off" as required and to maintain the highest standards of Health & Safety/Food Hygiene practice within all areas, especially the food preparation areas. To be a champion for good practice in the department.
7. To work alongside adults with learning disabilities within the catering areas and liaise with the Catering Manager and/or Life Skills Co-ordinator as required.



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8. To be flexible, prepared to multi task and undertaking tasks in any areas of the Department as and when required. To deputise for the Catering Manager in specific areas during their absence, responsible for opening and closing of the catering outlets as required.
9. To work with the Catering Manager in organising staff and rotas for the daily running of the catering outlets and special events.
10. Liaise with suppliers and customers regarding orders, complaints and queries.
11. Work with the Catering manager to ensure excellent customer service is achieved in all catering outlets.



Additional Information



Driving:

There may be a requirement for the post holder to drive in order to fulfill the requirements of the role. This may involve driving a COT car, Tractor & Trailer, Quad Bike, Van and other ancillary equipment. Driving license details will be required and reviewed on an annual basis.

Variation to Usual Working Hours:

There is no requirement for the post holder to participate in an 'on-call' rota. However, they may occasionally be required to work outside of their usual working pattern/hours in order to attend to external meetings, supplies/deliveries, training or external events and open days.

Display Screen Equipment Usage:

The Post holder is not regularly required to work with display screen equipment (VDU, computer workstations, laptops, touch screens etc.) as part of their normal working day.

Lone Working:

There is no requirement for the post holder to lone work during the course of the working day.

Night Workers:

The Post holder is not regularly required to work between the hours of 11pm and 6am for at least 3 hours as part of their normal rostered duties.

First Aid:

There is a requirement for the post holder to be a qualified first aider and appropriate training will be offered and maintained.

Physical Effort:

- Frequent (daily) moderate physical effort is required for this role throughout the day.
- Frequent exposure to repetitive movements such as lifting, bending, reaching, crouching, walking, carrying, standing, kneeling, loading/unloading, moving equipment/stock, working in restricted spaces and outdoors.

Mental Effort:

- Frequent periods of concentration are required when dealing with customers, service users, interpreting information, communicating, record keeping and administration tasks.

Emotional Effort:

- Maintaining a positive attitude when dealing with stressful or emotional situations.



Person Specification

Job Title:	Chef - Deputy Catering Manager		
Department:	Rare Breeds Centre		
Reports To:	Catering Manager		
Specification Headings	Essential	Desirable	How to Assess
Experience: (Duration, type & level of experience necessary)	At least two years' experience as a chef	Supervisory experience Experience or knowledge of supporting people with learning disabilities	Application Form Interview References
Qualifications: (Number, type, level of qualifications. Equivalent experience, if appropriate)	Formal catering qualifications eg NVQ 3 or City & Guilds or equivalent		Application Form Proof of award
Skills, Knowledge & Aptitude:	Producing a wide range of food from fast food through to high quality functions and event catering Experience or knowledge of supporting people with learning disabilities Petty cash and till handling, budget awareness, stock taking Up to date knowledge of catering standards Developing a rota Comprehensive knowledge of food hygiene (including HACCP) and food preparation Ability to motivate, train, develop and performance manage a team		Application Form Interview Relevant Certificates
Personal Qualities & Behaviours:	Well organised with ability to prioritise tasks and time manage. Ability to manage in a diverse environment with a focus on service user and customer services and make decisions on a daily basis.		Interview References
Other Requirements: (factors which are ideally required for an individual to carry out the full duties of the job)	To work unsocial hours including evenings and weekends as required. Initial and ongoing clear criminal records check (obtained by the Trust initially upon offer). Able to demonstrate compassion and empathy for the people we support.		Interview Appropriate documentation