

Job Description

Job Title: Head Cook	Department: Catering
Reports to: Director	Responsible for: Catering team and volunteers when working in the kitchen. Annual food budget up to agreed limits.
Job Holder: Vacant	Date: July 2021

Role Responsibility

The Head Cook is responsible for managing all catering staff including the supervision of volunteers working in the kitchen. The Head Cook plans menus and orders food from agreed suppliers; routinely prepares and cooks food as required; and observes current Safe Food Handling, Health & Safety and Environmental Health legislation including dietary and food intolerance requirements. This role requires close co-operation with the Retreat Centre Administrator and Hospitality Manager.

Specific Responsibilities

Key Result Areas	% time spent
<i>Continually seeks and acts upon opportunities for personal and team development.</i>	
To manage the catering team by coaching, training and programming catering staff and volunteers as necessary. This will include the job holder preparing and cooking meals as necessary on a regular basis both during the week and at week-ends and evenings.	85
To prepare the weekly menu according to demands from guests and the resident community. In accordance with the Environmental and Food Policies, order and maintain larders of fresh, frozen, dried and tinned food-stuffs based on demand, shelf-life, dietary requirements and safe food handling practices.	5
To observe Health & Safety procedures as determined by current legislation. This to include the safe upkeep of all kitchen and dining room equipment, reporting defects as soon as they become known.	5
To prepare budgets and operate within them and financial controls. This to include the maintenance of accounting records, reconciling receipts and bills and an annual stock-take.	3
To maintain all catering department records and working procedures as determined by current Safe Food Handling and Environmental Health legislation.	2
Authority: To act as a member of the management team, responsible for managing all catering staff and supervising volunteers, and operating within agreed budgets, financial controls and policies and work procedures.	

Person Specification—Core Competencies

Customer Care

Focusing on needs of Minsteracres Retreat Centre's stakeholders in order to acknowledge, understand and work towards meeting their differing needs and exceeding expectations. These include resident community, retreatants, staff, visitors, clients, and members of the public.

Leadership

Inspiring confidence, commitment, motivation and passion in others by demonstrating responsibility, personal accountability, encouraging open communication, giving clear direction and promoting Minsteracres Retreat Centre values.

Personal development

Demonstrating self-awareness of strengths and limitations, acceptance of constructive feedback and a desire to improve. Actively developing skills and attributes of self and others through training and development.

Innovation

Proposing, contributing to and embracing improvements and innovations in work and practices.

Working together

Co-operating with others and contributing to a team. Demonstrating sensitivity to the needs of others and how their own actions impact on others.

Additional duties: It is in the nature of work in the hospitality sector that tasks and responsibilities are in many circumstances unpredictable and varied. Each Minsteracres employee is expected therefore to work in a flexible way when the occasion arises, when tasks not specifically covered in the job description have to be undertaken.

Person Specification

Job Title: Catering Manager

Criteria	Essential	Desirable
Qualifications	6 GCSE levels and 2 'A' levels or vocational equivalents; HND in Hotel Catering and Institutional Management; Advanced Food Hygiene.	Relevant qualifications in hospitality and or hotel
Relevant Experience	At least 5 years experience managing a team of cooks catering for large numbers of people.	Work experience in hotels and or Christian retreat centres.
Skills and competencies	<ul style="list-style-type: none"> • Excellent and versatile cook. • Exceptional customer service with a genuine affection for people of all types. • Excellent organisational skills. • A demonstrable commitment to protecting the environment and promoting sustainability in food sourcing and preparation. • A willingness to develop new menus that harness fruits and vegetables in season. • Unflappable i.e., an ability to work under pressure and resolve problems whilst remaining calm at all times. • Ability to work on own initiative. 	
Working pattern	This role will involve working 37 ½ hours/week flexibly and will include routine week-end work.	
Personal qualities	You will have excellent interpersonal skills with a warm and enthusiastic personality. You will enjoy being part of a team delivering exceptional food and hospitality.	

Note:

Minsteracres Retreat Centre is a Christian organisation. Whilst this post does not hold a Genuine Occupational Requirement for the post holder to be a committed Christian, they must empathise with the Christian and other faiths.

The successful applicant will be required to apply for an Enhanced Disclosure from the Disclosure and De-Barring Service.