

Job Description

Job Title:	Chef
Date Reviewed:	August 2023
Reports to:	Head of Retail and Catering (HORC)
Responsible for:	No direct reports
Relates to:	Head of Retail and Catering (HORC), Director of Operations, Facilities Manager, Head of Visitor Services, Visitor Services Team, Visitors
Purpose:	To contribute to the success of the catering offer at Eureka! Science + Discovery, supporting menu content and contributing to cost management and profitability. To work as part of a team to ensure that food services are delivered consistently to the required content and presentation standards, minimising risks, and supporting the business.

Main Areas of Responsibility

General

- Undertake all tasks as trained and directed by the HORC to establish excellence in the content and delivery of food services across Eureka! Science + Discovery.
- Ensure that Gross Profit margins are maintained through the sourcing of the highest quality products within the budget parameters.
- Support the HORC to work with external organisations to gain recognition for high standards of food quality, safety, and value for money.
- Assisting with the preparation of menu ingredients, which includes washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat.
- Cooking menu items and keeping waiting times to a minimum during peak periods.
- Checking food is fresh and hot before it's given to the front of house staff to serve to customers.
- Maintaining a clean kitchen station and work area and making sure the utensils and kitchen equipment is left clean and sanitised after use.
- Working with other kitchen staff to ensure consistent and high-quality food service.
- Resolving issues related to food orders or customer complaints efficiently.
- Having knowledge about the daily menu and accommodating dietary requests.
- Arranging, garnishing, and plating dishes to a high standard.
- Maintaining high standards in relation to food safety regulations and processes.
- Assist and advise the HORC in menu planning, costing, design, development, and delivery.
- Effectively manage food waste and adhere to the sustainability values of the charity.
- Work with HORC to ensure that birthday parties and similar events are effectively catered for to agreed standards and expectations.

Security

- Ensure all aspects of security, fire and emergency procedures are adhered to.
- Become proficient in the building's emergency procedures.
- Complete relevant documents relating to daily check sheets.
- Keeping an inventory of stock in the stores and advising the HORC of ordering requirements.
- Ensure the safety of stock, that deliveries are scheduled effectively, received, and stored in accordance with health and safety requirements, crosschecking delivery notes against orders.
- Regularly assist with stock audits reporting any discrepancies to the HORC.

Cleaning

- Work with the HORC to establish a program of preventive maintenance for all machinery.
- Work with HORC to establish opening and closing procedures which ensure the café is properly opened and washed down at the end of each day.
- Ensure a high standard of health and safety and food hygiene are met.
- Advise on a program of preventive maintenance for all machinery.
- Ensure that you arrive on time with a clean fresh uniform.
- Comply with the check sheets ensuring that the kitchen strictly follows cleaning schedules.
- Ensure that high standards of health and safety and food hygiene are met.
- Comply with opening and closing procedures which ensure the café is safely opened and washed down at the end of the day.

Health and Safety

- Ensure the food safety manual and allergy advice is kept up to date.
- Ensure all food is safely prepared and stored to prevent cross-contamination.
- Lead on the provision of a healthy and safe workplace for visitors, staff, contractors, and yourself through effective reporting to the Facilities Manager or appropriate departmental manager.
- Supporting other staff in the provision of a healthy and safe workplace.
- Ensure that all staff observe health, safety, and hygiene procedures so that the risks to the health and safety of staff and visitors are minimized.
- Ensure that all areas are maintained in a safe and effective manner, conduct equipment checks on a regular basis and commission repairs and/or service checks as necessary.
- Ensure that staff always wear appropriate PPE, are professionally presented and comply with all relevant health and safety and hygiene guidelines at all times.

Requirements:

- Weekend and evening work, as required.
- Any other duties that may be reasonably expected of a chef

Chef Person Specification

Criteria	Essential	Desirable
Experience		
Minimum level 2 food safety	*	
Commitment to providing great customer service	*	
2 years' experience cheffing in a busy kitchen	*	
Working in a visitor attraction		*
Experience of working with children, young people, and the general public	*	
Experience working in a busy café/restaurant	*	
Knowledge		
Demonstrates good understanding of food hygiene legislation	*	
Committed to high standards of food safety	*	
Cooking and preparing food for short periods of high demand	*	
Stock Management and control		*
Skills and Abilities		
Ability to work as part of a team	*	
Ability to work to unsupervised and to deadlines	*	
Good organisational ability	*	
Good IT Skills working with spreadsheets and stock control systems		*
Excellent communication skills	*	
Qualifications		
High level of numeracy and good written and verbal communication skills	*	
Minimum Level 2 food safety	*	
Other		
Commitment to the ideals and aims of Eureka! as an educational charity		*
Ability to work outside normal office hours as part of a seven-day Rota	*	
Flexible approach to work	*	
Knowledge of working for a charity		*