

JOB DESCRIPTION

Job Title:	Deli Chef	Date Reviewed:	Nov 2019
Reports to:	Food Services Manager		
Principally relates to:	Food Services Manager, Head of Visitor Services, Head Chef, Catering Assistants, Suppliers, Visitor Services, Facilities Manager, Technicians, Enablers, Visitors and Suppliers		
Purpose of the role:	To contribute to the success of Food Services, museum programmes and corporate catering needs. To work as part of a team to ensure that food services are delivered consistently to the required content/presentation standards.		

Main Areas of responsibility:

Food Services

- Undertake all tasks as trained and directed by the Food Services Manager to establish excellence in the content and delivery of food services across Eureka!'s site.
- Support the Food Services Manager to work with external organisations to gain recognition for the high standards we work towards.
- Ensure effective daily preparation and timely delivery of Eureka! menu
- Ensure that birthday parties and similar events are effectively catered for to agreed standards and expectations.

Staff

- Instruct Catering Assistants to ensure that skills and abilities are effectively deployed according to agreed criteria, tasks and responsibilities.
- Ensure that appropriate PPE is worn at all times, that personal presentation standards and all relevant food health, safety and hygiene guidelines are followed.

Delivery

- Support the development, preparation and delivery of food services.
- Work with the Food Services Manager to ensure that deliveries are scheduled effectively, received and stored in accordance with health & safety requirements.
- Ensure that all food is prepared to the required standards, ready at the specified time and served or transported in suitable containers.
- Work with the Food Services Manager to ensure that wastage is kept to a minimum and that all stock is appropriately stored and rotated and that out of date stock is immediately removed.

Stock Control

- Regularly conduct stock audits alongside the Food Services Manager, including any discrepancies.

Health & Safety

- Ensure that all health & safety and hygiene procedures are observed so that the risks to the health & safety of staff and visitors are minimised.



- Ensure that the kitchen and catering areas are maintained in a safe and effective manner at all times, working with the Food Services Manager to conduct equipment checks on a regular basis and commission repairs and or/service checks as necessary.
- Use all equipment as trained, observing all safe practices so that accidents are avoided.
- Carry out record keeping as necessary to ensure compliance with Food Safety regulations.
- Ensure correct use, maintenance and cleaning of equipment.
- Washing up, manually and by machine for equipment used in the kitchen.
- General kitchen cleaning to follow a cleaning schedule .

Other Duties

- Ensure all aspects of security procedures are enforced and adhered to.
- Any other reasonable duties required.

Special features

- Hours will be worked over set day, including one Saturday or Sunday per week.
- Additional hours will be available during busy periods.

Details of education required and qualifications needed

- Minimum Level 1 Food Hygiene certificate.
- 2 years of relevant experience.

Details of special skills/experience/aptitudes needed

- Understanding of H&S/Food safety regulations/procedures and working practices
- Experience working in a similar setting
- Experience working in catering at peak demand
- Good verbal communication skills
- Ability to use own initiative and self-motivated
- Good written communication skills
- Good organiser and able to delegate
- High standards of presentation
- A good team player