
JOB DESCRIPTION

Job Title: Chef
Responsible to: Coffee Shop Manager

Job Purpose

Working in partnership with the Coffee Shop Manager to ensure the preparation of high quality food and meals to customers of Eden Coffee Shop and the Chris Bryant Centre, including a balanced and healthy diet for children attending our nurseries. To support Young People to engage in Volunteering, Apprenticeships or other positive work experience activities within the coffee shop and catering operation.

Key Tasks and Responsibilities

1. To prepare and cook a full range of meals and food offers to a high standard in accordance with the expectations of the Coffee Shop Manager.
2. To be responsible for the day-to-day running of the kitchen, ensuring compliance with registration and legislative requirements at all times.
3. To plan menus on a weekly basis and ensure that all foods are ready at the specified time and correctly served.
4. To plan and prepare buffets for the conference centre, liaising with conference centre and Coffee Shop Manager to agree buffet options and assist in the organisation and presentation of buffets for delegates to agreed timescale.
5. To place food orders and liaise with suppliers to an agreed budget.
6. To organise, cook and prepare a healthy, balanced diet for nursery children aged 0 to 5 years in accordance with the nursery menus, taking into consideration children who have special dietary requirements and prepare suitable alternatives.
7. To display a genuine passion for great customer service and the catering industry.
8. To be responsible for increasing sales and contributing ideas for new revenue streams and products.
9. To display creativity in creating an enjoyable, comfortable experience for customers.
10. To follow operational policies and procedures, including security and health and safety.

11. To ensure that Health and Safety and environmental practices are followed and make suggestions for improvements where necessary to ensure high standards of hygiene, health and safety is maintained in the kitchen at all times.
12. To ensure all stock procedures are managed and controlled within agreed targets and policies.
13. To mentor young people within the on-site accommodation and the wider community in coffee shop and catering work.
14. To support volunteers working within the coffee shop and catering operation.
15. To liaise with internal departments such as; Training, Conferencing, Nurseries and Housing & Support departments.
16. To assist in routine tasks such as cleaning, tidying and preparing the shop for open and closure each day and to demonstrate cleaning skills such as washing up and keep to general kitchen cleaning routines.
17. To ensure the effective and regular removal of waste materials to the designated waste area.
18. To undertake any other tasks commensurate with the post as requested by the Coffee Shop Manager.

General Obligations

1. To promote a caring, helpful and unbiased attitude towards all residents and other members of the general public and to maintain an impeccable standard of honesty and professionalism in all such dealings.
2. To adhere to the YMCA's Health & Safety, Equal Opportunities and other policies and to contribute as required.
3. To promote the activities of the YMCA in a positive and conducive way to all staff, residents, other organisations and the general public.
4. To develop good working relationships within the YMCA, across all departments and centres.
5. To support and work within the Christian aims and purposes of the YMCA.
6. To ensure full compliance across Children's Services and Adult Services with the associations safeguarding standards. Ensuring that all Nurseries and Housing Services operate within the procedures for the relevant Local Safeguarding Board and the associations own policies and procedures.

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

PERSON SPECIFICATION – Chef

	JOB CRITERIA	Essential	Desirable
1	Skills		
1.1	Ability to cook food and meals to a high standard	✓	
1.2	Confident and enthusiastic with a great work ethic	✓	
1.3	Creative, innovative and willing to implement ideas and professional opinion	✓	
1.4	Team player with a demonstrable positive, 'can do' attitude	✓	
1.5	Motivated by a passion for quality and great service delivery	✓	
1.6	A good understanding of environmental health and hygiene standards	✓	
1.7	Excellent customer service skills and demonstrable experience	✓	
1.8	Good written / oral communication skills	✓	
2	Knowledge		
2.1	Knowledge of the catering and / or coffee sector		✓
2.2	Possess a high level of coffee art skills and knowledge	✓	
2.3	Sound knowledge of Food Hygiene and Health and Safety	✓	
3	Experience		
3.1	Experience of working as a chef	✓	
3.2	Experience of working with young people		✓
4	Qualifications		
4.1	Level 2 qualification in Food Preparation		✓
4.2	Level 2 qualification in Food Handling		✓
4.3	Full UK/EU driving licence or the ability to travel		✓

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