



Chef Job Description

Title	Chef
Employer	Lake District Calvert Trust
Reporting to	Calvert Lakes Catering Supervisor
Salary scale	£25,345 - £27,345 (£12.15 - £13.11)
Locations	Calvert Lakes, Little Crosthwaite, Underskiddaw, Keswick, Cumbria CA12 4QD
Working Hours	Full time - 40 hours per week, including shift and weekend working

WHAT WE DO:

The Lake District Calvert Trust supports around 4,000 disabled visitors each year staying at our 60 bed outdoor activity centre 'Calvert Lakes' at Little Crosthwaite and a smaller number of longer term residents at our neuro-rehab centre 'Calvert Reconnections' at Old Windebrowe. The Calvert Lakes Chef works under the direction of the Catering Supervisor and Second Chef to ensure the provision of high-quality food and service to our guests.

As part of the Trust's front of house staff the Chef will be expected to have a friendly manner and a willingness to engage and communicate with our guests to enhance their experience. Flexibility, dedication, an ability to work unsupervised and excellent teamwork skills are essential to the success of this role.

A member of the Operations Department, the post holder will have responsibility for providing cooked breakfast, packed lunches and three-course evening meals for approximately 60 people. Provision of special diets is required, and, on occasion, special functions is required.

Our vision and values are people focused, it is important that we focus on our people and continue to make Calvert Lakes an amazing place to work.

These are the values that drive us:

- Flexible** - we **adapt** and **innovate**
- Ambitious** - we **stretch** ourselves and others
- Inspiring** - we **encourage** and **stimulate**
- Sensitive** - we **understand** and **empathise**
- Imaginative** - we see **beyond** the **obvious**

Key Responsibilities

This job description is not intended to be a full list of duties but to give a guide to the key areas of work.

1. The preparation of food.
2. Shared domestic kitchen duties, for example: running the dishwasher, kitchen washing up, and keeping the kitchen clean and hygienic.
3. To assist in serving of centre meals and at functions.
4. To maintain a high standard of personal hygiene and presentation.
5. Have knowledge of specific dietary requirements/allergens and maintain a high level of customer care.
6. Mentoring of new members of staff and/or catering apprentices.
7. To take responsibility for the operation of the kitchen in the absence of the Catering Supervisor or Second Chef including occasional ordering of catering supplies.
8. Work with the housekeeping team to ensure the Dining Room is cleaned and maintained to a high level of cleanliness throughout the day.
 - a. When required, to work with the Housekeeping Team and Maintenance Team to assist with additional cleaning and maintenance provision.
9. Comply with the Trust’s Health and Safety policies and procedures and ensure that relevant legislation is followed.
10. Complete relevant qualifications or training required to comply with health and safety legislation or best practice.

Other Responsibilities & Duties

1. At all times to represent the Lake District Calvert Trust in a thoroughly professional manner.
2. Assist other teams and departments as required in order to ensure the effective operation of the Trust. This includes providing temporary cover at any other Lake District Calvert Trust site.
3. Undertake any other reasonable duties as requested by the Head of Operations or Operations Manager.

Person Specification

Requirements	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • NVQ level 2 or above (or equivalent) in catering or significant experience working in a professional kitchen. 	<ul style="list-style-type: none"> • Level 2 food safety certificate or higher. • Driving license. • To have an understanding or experience of working with people with disabilities. • Experience of catering for a variety of special dietary needs.
Key skills and Competencies	<ul style="list-style-type: none"> • Competence in food safety. • Commitment to accuracy and attention to detail. • Care for the quality and presentation of food. 	

Personal Attributes	<ul style="list-style-type: none"> • Self-motivated, reliable, efficient, organised and able to work well unsupervised. • Strong team working focus with a flexible and adaptable approach to meet the demands across the whole organisation. • To have a friendly manner and a willingness to communicate with people. 	<ul style="list-style-type: none"> • A creative and proactive approach to all areas of work with a 'can do' attitude.
Other	<ul style="list-style-type: none"> • Ability to work shifts which include evenings and weekends. 	

Conditions of Service

This role requires considerable flexibility, enthusiasm and dedication. Being a 24/7 residential centre this job will involve irregular hours as well as weekend and evening shift work in order to cater for our visitors. Commitment and an appropriate work ethos are essential to ensure certain functions are completed within defined timescales for the smooth operation of the organisation.

Contract: This position is permanent after the successful completion of a 3-month probationary period.

Hours: Full time position - 40 hours per week.

A shift system operates 7 days a week therefore weekend work is required, on a rotational basis. The rota is produced monthly.

Rotas will primarily be made up of a combination of the following shifts depending on the operational needs of the Centre.

8-hour day (am)	7.00am – 3.00pm
8-hour day (pm)	11.00am – 7.00pm / 12.00midday – 8.00pm
12-hour day	7.00am – 7.00pm / 8.00am – 8.00pm

Flexibility is essential, especially when catering for special functions and events.

Holidays: 33 days per annum, including Bank Holidays.

Up to 10 days are required to be taken over the winter closedown period.

Pension: The Trust operates an occupational pension scheme with defined contributions, the National Employment Savings Trust (NEST) and for eligible and non-eligible jobholders enrolled in the scheme both the employer and the employee will make a contribution.