



Head Chef Job Description

Title	Head Chef
Employer	Lake District Calvert Trust
Reporting To	Operations Manager
Salary scale	£30,516 to £32,516 per annum (£14.63 to £15.59 / hour), subject to qualifications and experience
Location	Calvert Lakes, Little Crosthwaite, Keswick. CA12 4QD
Working Hours	Full time - 40 hours per week, including shift and weekend working Early shift starting from 6.30am & late shift finishing from 7.30pm

WHAT WE DO:

The Lake District Calvert Trust is a charity that challenges disability through outdoor adventure. We provide fun-filled outdoor adventure for all, with our adapted equipment and specialist knowledge, offering an experience like no other to people with disabilities, their friends and family. We support around 4,000 disabled visitors each year to stay at Calvert Lakes, our 60-bed residential centre.

We are a small team who are passionate about people achieving their potential using the challenge of adventurous activities in the countryside in order them to develop, change perception and make positive and lasting changes to their lives.

ABOUT THE ROLE:

A member of the Operations Department and accountable to the Operations Manager, the successful applicant will have a high level of flexibility, motivation, enthusiasm and dedication, with excellent interpersonal skills.

The Head Chef will take the lead role in managing the catering provision at Calvert Lakes. In this position they will be supervising up to four chefs and responsible for completing paperwork, staff rota's, recruiting, mentoring and training.

They will have the experience and skills needed to run all aspects of our catering kitchen, ensuring statutory compliance and the high standards of food preparation, customer service and hygiene are maintained.

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. To provide management of the catering service at Calvert Lakes and ensure that the highest standards quality and safety are maintained, and wastage controlled.
2. Menu planning and managing of the production of food, to ensure the highest possible quality of food is served, with attention to the provision of special dietary requirements, healthy living, and allergies.
3. Ensuring the catering operation conforms to all standards of food safety and hygiene, including liaising directly with the EHO and maintaining a high food hygiene rating.

4. Working with the Operations Manager, ensure that all relevant H&S / best practise guidance is reviewed, and appropriate risk management processes put in place. This will include risk assessments, operating procedures and/or safe systems of work are produced and followed across all areas of Calvert Lakes catering operations.
5. Ensure suitable and sufficient records of required checks (H&S and food safety) are produced and recorded in a timely manner.
6. Working with the Property Manager and Business Support to ensure all kitchen equipment is maintained and servicing is kept up to date.
7. Manage the ordering of food provisions and the necessary cleaning chemicals/equipment within budget.
8. Line management of all catering staff at Calvert Lakes. Including staff inductions, appraisals, 1:1s, ongoing training and mentoring of staff to ensure excellent in customer care and staff motivation.
9. Production of staff rotas to ensure a high-quality catering provision is maintained for all centre guests. Rotas must be in line with worktime directive legislation. The catering management team (including the Head Chef) are expected to cover shifts as required to maintain a service provision.
10. Comply with the Trust's Health and Safety policies and procedures and ensure that relevant legislation is followed.
11. Complete relevant qualifications and training required to comply with health and safety legislation or best practice.

Other Responsibilities & Duties

At all times to represent the Lake District Calvert Trust in a professional manner.

1. Liaise and support other Trust services in the Lake District in order to ensure the effective operation of the wider organisation.
2. Undertake any other reasonable duties as requested by the Operations Manager or member of SLT.

Person Specification

Requirements	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Level 2 food hygiene certificate or above • Experience of working in a customer service role • Experience managing a catering kitchen • Allergy Awareness • Experience of line managing and training staff 	<ul style="list-style-type: none"> • L3 food hygiene certificate • Experience training or educating people • Relevant H&S training and qualifications • Experience of working for a charity • 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"> • An ability to work as part of a team • Competence in leading a team • Excellent communication and interpersonal skills • Experience Managing Budgets/ excellent financial acumen • IT skills including experience using Microsoft Office • Ability to plan, balance and manage competing priorities • Commitment to accuracy and attention to detail 	<ul style="list-style-type: none"> • An understanding of the issues faced by people with disabilities • An understanding of the benefits of outdoor experiences

Personal Attributes	<ul style="list-style-type: none"> • A creative and proactive approach to all areas of work with a 'can do' attitude • Strong team working focus with a flexible and adaptable approach to meet the demands across the whole organisation • Able to work independently and prioritise own work effectively • 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 	
Other	<ul style="list-style-type: none"> • Ability to work evenings/weekends 	<ul style="list-style-type: none"> • A UK driving licence

Conditions of Service

This role requires considerable flexibility, enthusiasm and dedication. Being a 24/7 residential centre, this job will involve some irregular hours as well as weekend and evening work in order to ensure facilities are available to 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 (30 minute unpaid meal break).

6:30am-3:00pm
11:00am – 7:30pm

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

Holidays: 33 days per annum
Up to 10 days are required to be taken over the winter closedown period.

Pension: The Trust operates an occupational pension scheme with National Employment Savings Trust (NEST). We offer a 3% Employee pension and 5% Employer pension contribution.

Benefits:

- Occupational Sick Pay Scheme
- Use of facilities for staff and family
- Discount on Stables lessons for family
- Subsidised staff meals
- EAP System
- Free parking
- Accommodation/service occupancy where available
- Location/Views/Walks
- Incentivised pay scales

- Professional Development
- 33 Days paid leave
- 5% employer pension contribution
- DBS paid for by employer
- Cycle To Work Scheme
- Maternity & Paternity Pay: Statutory Maternity & Paternity Pay
- Parental leave: Up to 18 weeks unpaid leave for each child up to their 18th birthday (maximum of 4 weeks per year).
- Emergency Dependant & Compassionate leave
- No late-night shifts

All catering positions are subject to 2 x employee references and a basic DBS check.