

JOB DESCRIPTION

POST: Chef Manager

REPORTING TO: Programming and Events Manager

OTHER WORKING RELATIONSHIPS: Artistic Director & Principal, Director of Finance & Resources, Caretaking Team

MAIN PURPOSE OF POST:

To effectively manage the schools bar and café operation to provide a full catering service to all NSCD students, staff, visitors to the building and Riley Theatre audiences.

To lead and develop a small team of casual part time staff to provide at all times a safe, warm, friendly and vibrant environment for all users of the bar and café operation.

To consider and evaluate opportunities and options to commercially develop and increase the efficiency of the business.

Responsibilities and Duties:

Catering

Devise and deliver a full and varied menu which offers healthy, nutritious and well-balanced meals on a daily basis to our students and other users of the School.

Set pricing structures to reflect the combined objectives and aspirations to provide good quality products at affordable prices that are appealing to and within NSCD student budgets as well as considering the commercial viability of the operation with a view to annual profit targets.

Implement and maintain a high level of quality and standards in food preparation and hygiene to ensure that the operation fully complies with all current Health and Safety regulations, HACCP, COSHH and food safety regulations.

To be responsible for the recruitment, supervision and training of a small team of part time student catering assistants and a full time catering assistant along with the implementation and monitoring of development plans.

Ordering of all bars and catering stock and developing good relationships with all suppliers to achieve good quality products at competitive prices.

Working closely with the Director of Finance, manage and work within clearly defined budgetary parameters to achieve or exceed set targets for the operation. You will be responsible for all stock control by implementing financial accounting and auditing systems to deliver value for money and good practice. You will be required to produce and distribute appropriate operational reports.

Commercially develop the bars and catering operation contributing ideas and innovation for improvement of all income streams.

Evaluate the current bar and café premises including fixtures and fittings and the kitchen layout in general and contribute ideas and suggestions to improve the operation and set up.

Provide food and drink options and deliver bespoke catering for internal meetings and special events at the school.

Evening and Events Bar Operation

Be the Designated Bars Supervisor and be responsible for maintaining and adhering to all Alcohol Licensing Regulations.

NORTHERN SCHOOL OF CONTEMPORARY DANCE

Recruitment and appropriate training of all part time student bar staff to ensure that they are aware of and implement all licensing regulations, health and safety and access while delivering excellent customer service.

Be responsible for drawing up staff rotas to ensure that the bar and café area is adequately staffed at all times.

Ensuring that the café/bar operates effectively and efficiently during evenings when the school and theatre are open to students and external customers.

Develop and implement procedures to create a smooth and efficient transition period between day time and evening operation.

Health and Safety

Be a trained first aider on behalf of the school, (training can be provided).

Be a designated trained School Fire Warden to assist in the correct emergency and evacuation procedures for the building. Be responsible for the bar and café area in case of emergency.

To maintain an awareness of the safety of all school users in general and be responsive to any other emergency situations that may occur such as sudden illness and to react with calmness, speed efficiency.

To keep accident records and appropriate first aid supplies well stocked within the kitchen area.

Ensure that all catering and bar areas are kept immaculately clean and welcoming and are EHO compliant. Adhere to existing and new working practices, methods and procedures. Maintain and encourage others in strictest of hygiene disciplines

To responsibly contribute to the security of the NSCD building and all persons within the building.

General / Other Duties

Participate in your own personal training and development.

Establish and maintain effective working relationships with other departments

Attend regular School meetings and Operations meetings.

To always act within the best interests of the school.

Actively develop and implement green policies and practices within the catering operation.

To follow the School code of practice in matters such as Health and Safety, Equal Opportunities, Safeguarding, Environmental, and Fire Safety.

To support all agreed Quality Assurance Systems within the School.

To perform all duties to a high standard of customer care in attitude, approach and appearance. To use ones initiative and be a pro-active member of the NSCD staff, respond to the needs of our students and other customers and support the rest of the team in delivering excellent customer service.

Communicate with students at all levels on a professional and caring basis.

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Chef Manager - Person Specification

	Essential Criteria	Desirable Criteria
Education/Qualifications	<p>HND or equivalent in catering.</p> <p>CIEH Hygiene certificate.</p> <p>CIEH HABC Food Safety certificate level 2/3.</p>	<p>CIEH Healthier Foods and Special Diets Training certificate level 2.</p> <p>Qualified First Aider.</p> <p>Personal Alcohol Licence Holder.</p> <p>Other qualifications in health and safety, food preparation and hygiene.</p>
Experience/Knowledge	<p>2 years industry related experience in a similar role.</p> <p>Extensive knowledge of all food, health and safety legal compliance.</p> <p>Licensing law and regulations with experience of implementing and monitoring safe working practice.</p> <p>Experience of creating and preparing a varied range of healthy and well balanced meals.</p> <p>EHO compliance.</p> <p>Knowledge of special diets.</p> <p>Knowledgeable about food and food trends.</p>	<p>Education catering experience.</p> <p>Experience of managing a bar operation.</p>
Skills / Abilities	<p>Excellent communication, management and organisational skills.</p> <p>Proven Kitchen Management ability.</p> <p>IT skills Excel / Word.</p> <p>Proven skills in purchasing, stock control and stock audit.</p> <p>Financially astute and ability to work within targets.</p> <p>Budgetary control and financial reporting.</p> <p>Ability to cook and present food to a high standard.</p>	<p>Good written communication skills.</p> <p>An understanding of access and disability issues.</p>
Personal Attributes	<p>A great organiser and calm under pressure.</p> <p>Highly motivated and able to work unsupervised.</p> <p>Passion and enthusiasm for fresh food and great service.</p> <p>Excellent relationship building skills.</p> <p>Naturally outgoing with ability to coach, guide and inspire.</p> <p>Flexible in approach to working hours</p>	

NORTHERN SCHOOL OF CONTEMPORARY DANCE

	Essential Criteria	Desirable Criteria
	<p>while maintaining excellent time keeping and attendance.</p> <p>Commitment to the protection of children and young people. A willingness to work within the Schools Child Protection and safeguarding guidance for staff and follow relevant organisational procedures.</p> <p>Willingness to undertake on-going professional development.</p>	

Terms and Conditions

Full terms and conditions will be supplied to the successful candidate but in brief these are:

Place of Employment:	NSCD, 98 Chapeltown Road, Leeds LS7 4BH
Hours of Work	<p>Full Time. 40 hours per week.</p> <p>Generally 8am to 5pm Monday to Friday.</p> <p>Some flexible working hours (to be agreed) which may on rare occasions include evening and weekend work.</p>
Remuneration	£22,485 to £25,313
Contract	Permanent
Probationary Period	4 months.
Leave Entitlement	<p>25 days plus eight bank holidays.</p> <p>All holidays to be taken within School closure periods at Christmas, Easter and summer break.</p>
Period of Notice	1 month during probation, 2 months after.
Pension	West Yorkshire Pension scheme.
Other benefits	<p>Staff training and development opportunities.</p> <p>Free or reduced price tickets for theatre performances.</p>

Other conditions:

NSCD is committed to safeguarding and promoting the welfare of children and young persons and vulnerable adults and requires all staff to demonstrate this commitment in every aspect of their work. Within your application please give details of your background in working with these groups and how you would contribute to the Schools' commitment to safeguarding.

The successful applicant will be subject to an enhanced DBS check with the Disclosure Barring Service.