

## JOB DESCRIPTION – CHEF

<b>TITLE:</b>	Chef
<b>REPORTS TO:</b>	Head Chef & Deputy Catering Manager
<b>SALARY:</b>	Negotiable based on experience.
<b>HOURS:</b>	37 hours. 5 days a week. Flexible shifts between the hours of 7.30am & 4pm, Mon to Fri and weekends.
<b>PRIMARY ROLE:</b>	<p>The successful candidate will report directly to the Head Chef and will be an integral part of our warm, friendly kitchen team. Key responsibilities include preparing high-quality, enticing dishes using fresh, locally sourced ingredients. This includes cooking breakfast items and preparing selections from our lunch menu.</p> <p>The role also demands a strong commitment to health and safety, with particular attention to managing allergens, maintaining food hygiene standards, and safely handling kitchen equipment.</p>
<b>MAIN RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Responsible for providing a timely and efficient food service to visitors.</li> <li>• Prepare and cook all foods, maintaining consistency of food production and EHO standards, including for functions.</li> <li>• Maintain the smooth running of the kitchen service adhering to all Food Hygiene, Food Safety and Health &amp; Safety Legislation.</li> <li>• Complete food hygiene and HACCP registration related paperwork is filled in correctly and any compliance issues are raised with the Head Chef, Catering Team Leaders or Deputy Catering Manager.</li> <li>• Follow allergen and food labelling guidelines and update these when changes to menu or supplier is made.</li> <li>• Assist with menu development, providing a menu that matches the demands of the Café space and catering outlets.</li> <li>• Advise the Head Chef, Catering Team Leaders or Deputy Catering Manager on stock controls, maintain stock rotation and keeping wastage to a minimum.</li> <li>• Check all equipment regularly and report any malfunctions to the Head Chef, Catering Team Leaders or Deputy Catering Manager.</li> <li>• Maintain a clean and tidy kitchen.</li> <li>• Order stock as directed by the Head Chef, Catering Team Leaders or Deputy Catering Manager.</li> <li>• Receive, check, sign for and put stock away, following Food Safety guidelines.</li> <li>• Assist with monthly stocktakes.</li> <li>• Deal with the public in a friendly, courteous and professional manner.</li> <li>• Cover the Head Chef in their absence, operationally running the kitchen.</li> <li>• Adopt flexible working practices with regard to rotas and hours as necessary to maintain acceptable standards of operation.</li> </ul>

<b>OTHER:</b>	<ul style="list-style-type: none"> <li>• Implement health and safety requirements and follow the company safe systems of work and other relevant policies and procedures.</li> <li>• Provide a positive visitor experience to all visitors.</li> <li>• Use all internal communications platforms to keep up to date with TCCT news.</li> <li>• Carry out additional relevant duties as required by my line manager(s) and any member of the Senior Team</li> </ul>
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## TORBAY COAST AND COUNTRYSIDE TRUST

### Person Specification

#### CHEF

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	NVQ Level 3 Chef Qualification Level 2 Food Safety	Level 3 Food Safety
<b>EXPERIENCE</b>	2 years in a similar position	
<b>KNOWLEDGE &amp; SKILLS</b>	Knife skills General chef produce knowledge	
<b>DISPOSITION</b>	Personable and friendly with a flexible approach to work. You will have a passion for inspiring people and delighting our visitors. With a “can-do” attitude.  You will act as an ambassador for Occombe Farm.	Bring new ideas to enhance menus and save wastage

**Torbay Coast & Countryside Trust**

Registered Charity No: 1077561 Company Reg No: 03757410 Vat Reg No: 945 6807 85

**Head Office:** Occombe Farm, Preston Down Road, Paignton, Devon, TQ3 1RN. t: 01803 520 022 e: info@countryside-trust.org.uk www.countryside-trust.org.uk

**Torbay Coast & Countryside Trust** is a local independent conservation charity that cares for over 1,700 acres of Torbay's most beautiful natural spaces including Occombe Farm, Cockington Country Park, Berry Head National Nature Reserve and a host of tranquil bluebell woods, flower-rich meadows, traditional farmland and stunning coastal cliffs and pathways.