

CHAPTER



JOB DESCRIPTION: HEAD CHEF

(Maternity Cover – fixed term until August 2023). This is a joint role with one Head Chef already in post

Reporting to:	Executive Chef (post vacant – currently reporting to Interim Co-Director)
Responsible for:	Management of the kitchen team
Hours: Full Time:	40 hours per week, over 5 days which includes weekend working. There are no split shifts.
Salary:	£25,750 per annum

ABOUT CHAPTER

Chapter is an outstanding centre for contemporary arts and culture based in Cardiff.

Each year we present more than 2000 events and programmes which attract over 750,000 visitors to the venue. We're committed to showing the best art, performance and film from Wales, and from the world to the widest possible audience.

We also manage our own café bar that's open seven days a week and makes a vital contribution to the social life of the venue, offering a vibrant and safe environment for our local community.

The space has 200 covers, and food is on sale every day from 9am to 8.30pm, with a varied menu of freshly made hot food, sandwiches and salads, tea, coffee and cakes. Alcohol is served from midday to 11pm. We also offer a hospitality service for events at the venue, providing a full range of refreshments.

We are employee focused, through our benefits, policies and practices.

PURPOSE OF ROLE

We employ two Head Chefs within our team, and they share responsibility for the day-to-day management of the kitchen devising and delivering a high-quality, cost-effective menu for our café bar and hospitality service.

Our Head Chefs are responsible for developing an excellent menu focussing on fresh, seasonal ingredients, and leading the kitchen to ensure consistency of product and quality of service.

They are also tasked with the management of the kitchen team and will need to demonstrate good leadership and organisational skills, and the ability to motivate and upskill the team.

AREAS OF RESPONSIBILITY AND KEY TASKS

Menu development and delivery

- Work closely with the Executive Chef to devise and deliver a menu of exceptional, seasonal food.
- Understand and ensure that dietary needs are included in the menus and that the team observes the requirements for food preparation.
- Lead training to ensure that the team can always deliver consistency of product and presentation.

General

- Deputise for the Executive Chef in all areas of catering and hospitality service management.
- Help ensure that the café and kitchen always run smoothly, liaising with other staff and departments in the business.
- Liaise with the Executive Chef and recommend and implement new systems which will improve the running of the business.
- Maintain a high level of customer service to café and catering operations.
- Manage Health & Safety and excellent food safety practice.
- Work a varying rota of daytimes, evenings, weekend and bank holidays, as necessary
- Undertake any other duties, reports, etc relevant to the post and requested by the Executive Chef or Co-Directors.
- Attend any training sessions as required by Chapter.

Budget Management

- Order for the kitchen including buying seasonally and as locally as possible; liaise with suppliers to check quality, accuracy and price of orders.
- Monitor costs to ensure that the food cost set in the weekly/monthly/yearly budget is consistently achieved.
- Monitor and minimise waste in the kitchen.

Staff Management

- Lead on the day-to-day management of kitchen staff.
- Identify team training and development and implement in a timely manner.
- Monitor procedures and standards and ensure that they are implemented.
- Oversee and maintain good communication in the department including organising regular meetings.

Kitchen Management

- Maintain high quality food preparation and efficiency of systems, stock levels and rotation.
- Monitor and manage kitchen cleanliness in accordance with cleaning rotas and due diligence.
- Maintain, monitor and instruct other members of staff in the implementation of the relevant HACCP paperwork.
- Support the delivery of a high level of customer service across café bar and hospitality.

Hospitality Service

- Ensure that standards of presentation and service are maintained.
- Develop and maintain a positive working relationship with the hires department.
- Develop the hospitality menu and offer in dialogue with the Hires team.

HOURS

The post is for a 40-hour week. There are no split shifts, and we recommend that staff work a maximum of 8 hours a day. We do not pay overtime, but a time off in lieu (TOIL) system is in operation; TOIL and holidays are taken in agreement with the Executive Chef.

The postholder will be expected to work a fair proportion of public holidays.

PERSON SPECIFICATION	Essential	Desirable
Passionate about food and drink and experienced in developing dishes and/or creating menus	✓	
Knowledge of health and safety and food hygiene regulations	✓	
Experience in a busy kitchen	✓	
Qualified to NVQ Level 3 or equivalent professional experience	✓	
Ability to work in an environment which can be pressured at times	✓	
Stock management experience including ordering and stocktaking	✓	
Good communication skills	✓	
Previous experience of managing a kitchen team		✓
Experience in staff management		✓
Ability to communicate in Welsh		✓

ABOUT THE BENEFITS

Chapter is a flexible and friendly employer, offering hybrid working and flexible hours.

Staff benefits include:

- 5.6 weeks of holiday per annum, including bank holidays, pro rata for part-time positions.
- Chapter operates a contributory pension scheme to which you will be auto-enrolled (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the company.
- 20% off food and drink in the café bar.
- Enhanced Maternity and Adoption Pay, after a year's service.
- Welsh at Work scheme.
- Two free cinema tickets a month.
- Access to an Employee Assist Programme.
- Complimentary tea/coffee in our office space.
- Complimentary lunch when working in the building.
- Support for continuous development.
- Eye Care for DSE.
- Secure bike racks.
- Staff parking.
- Staff socials.