

## JOB DESCRIPTION: EXECUTIVE CHEF

<b>Reporting to:</b>	Interim Co-Director (Finance and Resources)
<b>Responsible for:</b>	Management of the Head Chefs
<b>Hours: Full Time:</b>	40 hours per week, over 5 days which includes weekend working. There are no split shifts.
<b>Salary:</b>	£32,000 per annum

### ABOUT CHAPTER

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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 into the evening, 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.

The café bar is busy and bustling at all times of the day with people meeting for breakfast, gathering for dinner before a film, or for drinks after a theatre performance. We aim for our food and drink offer to be as vibrant and diverse as our programme of artistic activity – and we want it to be just as celebrated!

This is an amazing opportunity for the right person to introduce their own individual flare and style to make Chapter a destination food venue as well as somewhere where you can enjoy the best in world cinema, art and theatre.

## EXECUTIVE CHEF

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We're looking for someone passionate about food with creative flair and a keen interest in contemporary food trends. You'll develop new seasonal menus and be committed to sourcing sustainable food that showcases Welsh produce. You will lead the team and take a fresh approach to the menu we offer at Chapter. You'll need the passion and drive to implement change in a busy kitchen, with a small team of two heads chefs, cooks and kitchen assistants.

### THE EXECUTIVE CHEF WILL:

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- Devise new, exciting seasonal menus for Chapter.
- Develop and lead the kitchen team, training and upskilling them to enable them to deliver the menu to a consistently high standard.
- Work with the Café Bar Manager to ensure high standards of service at front of house to enable excellent customer experience.
- Work with the Café Bar Manager to create food and drink partnering options, maximising sales opportunity and complementing our artistic programme such as international exhibitions and festivals with appropriate offers.
- Work with our marketing team to promote the food offer to maximise reach and grow visitors.
- Be responsible for improving and maintaining the hygiene rating, instilling excellent standards of cleanliness in the kitchen team.

#### GENERAL

- Ensure the kitchen runs smoothly, minimising gaps in service, liaising with other staff and departments.
- Recommend and implement new systems which will improve the running of the kitchen, adapting systems to meet seasonal demands.
- Improve and maintain a high level of customer service to customers.
- Be responsible for Health & Safety and excellent food safety practice.
- Understand and ensure that dietary needs are included in the menus and the team observes the requirements for food preparation.
- Undertake any other duties, reports, etc relevant to the post and requested by the line manager.
- Have a commitment to our Equal Opportunities policy and share in its active promotion.
- Attend any training sessions as required by Chapter.

#### BUDGET MANAGEMENT

- Overall responsibility for the food budget, maintaining GP targets, achieving the best supplier prices and minimising waste.

#### STAFF MANAGEMENT

- Supervision and day-to-day management of Head Chefs and the rest of the kitchen team.
- Implementing team training and development.
- Preparing rotas in accordance with eight-hour shifts and no split shifts, approving holidays, managing sickness and other absences.
- Ensure that excellent work procedures and standards are implemented.
- Oversee and maintain good communication in the department.

#### KITCHEN

- Implement best practice food preparation, achieving a consistently high level of presentation.
- Ensure efficiency of systems, maintaining stock levels and rotation.
- Maintain and monitor kitchen cleanliness, including service areas, in accordance with cleaning rotas and improving or implementing new procedures if required.
- Maintain, monitor and instruct other members of staff in the implementation of the relevant HACCP paperwork

#### HOSPITALITY SERVICE

- Create new hospitality menus, working with the hires department to develop the hospitality business and meet financial targets.

## HOURS

The usual demands of café operation mean that there are some unsociable hours, late and early shifts. The post is for a 40-hour week. We do not pay overtime, but a time off in lieu (TOIL) system is in operation; TOIL and holidays are taken in consultation with the line manager. We do not operate split shifts and we anticipate staff will work a maximum of 8 hours a day.

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

PERSON SPECIFICATION	Essential	Desirable
Passionate about food and experienced in developing dishes and creating menus.	✓	
Excellent knowledge of health and safety and food hygiene regulations.	✓	
Experience in managing a busy kitchen and driving improvement and job satisfaction.	✓	
Qualified to NVQ Level 3 or equivalent professional experience.	✓	
Ability to work in an environment which can be pressured at times.	✓	
Stock management experience.	✓	
Budget management experience.	✓	
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.