



Head Chef – One Garden Brighton	
Reporting to:	General Manager
Working Hours:	Full-time (5 days working out of a 7-day week, 40 hours per week)
Working Days	Core days: Friday – Sunday (plus two additional flexible days per week subject to operational requirements and agreement with line manager) Weekend, bank holidays and school holidays required.
Salary:	Up to £40,000 per annum
Annual Leave:	22 days leave entitlement, plus 8 bank holidays, TOIL will be agreed for work undertaken on a bank holiday.

Job Purpose

As Head Chef you will prepare, cook and present high quality meals in a fast-paced environment to the highest standard. Overseeing the day to day running of the kitchen, you will lead, manage and upskill the kitchen team. Maintaining a clean and tidy kitchen environment the postholder will be responsible for putting together menus using local produce where available. Supporting One Garden Market and Events the role will seek to deliver creative, innovative and exciting food that will delight.

Duties and responsibilities of the job

1. Catering operations

a. Prepare, cook and present dishes using fresh local produce, cook high quality meals in a fast-paced environment.
b. Put together exciting and creative menus, in collaboration with the Commercial Manager as well as menus for functions (weddings and conferences) and One Garden Events. Supporting local businesses through using local seasonal produce where available.

c. Inspire the kitchen team with your passion for cooking
d. Maintain a clean and tidy kitchen environment that is safe for food preparation. Ensure that all cooking equipment is operational and clean.
e. Work closely with the One Kitchen Manager (front of house team) who will oversee the front of house food and beverage operations and resolve the day-to-day issues which may occur.
f. Avoid food wastage through portion control, preparation and storage methods
g. Keep up to date with legislative guidance including food safety and allergens. Ensure compliance through clear monitoring and completion of appropriate records.
h. Comply with food hygiene regulations by wearing the appropriate clean protective clothing while preparing and serving food, and to ensure all other members of the team do likewise.
i. Ensure that all stock is purchased, stored appropriately and stock rotation procedures are followed.
j. Manage catering required for functions, events during holiday periods and evening events as directed.
k. Responsible for achieving stretching targets in order to maximise income and profitability. Driving sales through exceptional service, you will monitor resources and act to achieve targets.
l. Undertake rotational duty management responsibility
m. Undertake additional duties as directed by the line manager.

2. Team management

a. Recruit kitchen team in line with establishment plan.
b. Timely production of the staff rota
c. Undertake day to day line management of kitchen team, hold daily operational meetings, and 1-2-1s ensuring all staff are up to date and clearly communicated to.
d. Participate in development activities to support Continuous Professional Development (CPD).
e. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
Qualified in food preparation and cooking to City & Guilds or NVQ L3 or equivalent
Level 3 in Managing and Supervising Food Safety and Legislation.
Hold a current food hygiene certificate
Minimum of 2 years in experience in a similar position,
Proven experience as a Head Chef or similar role in a restaurant setting
Knowledge of budgets, increasing income and controlling costs, including stock and waste management
Strong culinary skills and knowledge of various cooking techniques.
Able to demonstrate great customer service skills
An experienced people manager including setting personal objectives and providing feedback
Able to work flexibly, with regular weekend/evening and bank holidays
A team player with great communication skills
Desirable criteria for the post
Positive work ethic
Ability to communicate effectively
Possess the ability to work under pressure
Full UK drivers Licence preferred

CONDITIONS OF EMPLOYMENT

Working Hours

40 hours per week annualised with flex up in summer months and flex down in winter months; with regular weekend/evening and bank holiday working.

Hours of work will vary but are based around the One Garden Brighton operating and opening times of 8.30am to 5.00pm, therefore some flexibility will be required to meet the needs of the business, so this will also include some evening working for functions and events and whole college promotional events. One Garden Brighton is open all year round seven days per week.

In this pivotal role, there will be core working days (Friday to Sunday). The two remaining days can be flexible, subject to operational requirements. You will be expected to work approximately 2 nights a week supporting events at this fantastic venue.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 22 working days, plus 8 bank holidays (TOIL will be agreed for work undertaken on a bank holiday). Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager.

Continuous Professional Development (CPD)

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Pension

The candidate appointed to the post will automatically become a member of the One Garden Brighton Pension Scheme and pay contributions as determined by annual salary levels.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.