Job Description

Job Title: Chef (Zero hour)

Date prepared: August 2022

Location: Penny Brohn UK, National Centre, Pill

Main purpose of job: To assist in the day-to-day preparation and cooking of food for clients, staff and visitors alongside the corporate and private event bookings at the National Centre in Pill. This will require working in accordance with the Centre's nutritional guidelines as well as catering for corporate events and visitors. The post holder will also be expected to adhere to a daily maintenance routine to ensure that a high standard of cleanliness and hygiene is maintained.

Reporting to: The Head Chef

Relationships: The post holder is expected to foster excellent working relationships with all service users, visitors and staff. As a member of the Facilities department, the post holder will forge sound relationships with all team members and develop an understanding and sensitivity for the work of the Charity as well as the commercial side of the operation.

Main duties:

To assist the Head Chef in the following activities:

1. Prepare, cook and serve meals, including breakfast, lunch and supper for staff, visitors and clients including overnight guests and corporate events.
2. Ensure the dining area is a clean and comfortable experience for all.
3. Demonstrate Health, Safety & Hygiene good practice at all times, and to maintain a high standard of cleanliness in the kitchen.
4. Ensure the opening and closing checks are completed in a timely manner and that the kitchen diary is accurately completed when necessary.
5. Check deliveries for accuracy, quality and freshness and sign delivery notes as required reporting any inaccuracies or issues to the Head Chef.
6. Ensure the diary is accurately completed each day.
7. To be flexible and adaptable to the changing needs of the kitchen and clients.
**Person Specification:**

**Skills and Experience**

- Experience of working in a busy commercial kitchen is essential.
- Experience of delivering freshly prepared, nutritionally balanced meals.
- A sound understanding of individual dietary/allergen needs, and ability to adapt menus to accommodate where appropriate.
- Excellent communication skills with a hands-on approach to all areas of the kitchen.
- Sensitivity, empathy and the ability to act with discretion and confidentiality at all times.

**Personal Attributes**

- Demonstrate a passion for healthy cooking alongside a creative flare for contemporary cuisine.
- Flexibility, reliability and a willingness to learn new skills.
- Empathy with the work of the Charity and its users.
- Ability to work alone unsupervised if required as well as working well within a team.

This job description is not exhaustive and will be reviewed, in consultation with the post holder, from time to time and amended in the light of the changing needs of the charity.

Penny Brohn UK operates a system of regular performance reviews, which includes an ongoing appraisal where the job description, progress against objectives and overall performance in post are discussed.