

## Job Description & Person Specification

<b>Job title</b>	Casual Chef (ref OCCHEF1)
<b>Reports to</b>	Kitchen Manager
<b>Location</b>	Ocean Exmouth
<b>Salary</b>	£7.70-£8.50 depending on experience
<b>Hours</b>	Various hours

### About LED Community Leisure

LED Community Leisure is a registered charity and a community benefit society. With over 15,000 members across 16 sites, we offer a range of diverse cultural, sporting and physical activities throughout East Devon and South Somerset in the sectors of indoor and outdoor sports, swimming, exercise and health, children's play schemes, educational programmes, sporting and cultural events and the performing arts.

LED Leisure Enterprises Ltd is a subsidiary of LED Leisure Management Ltd and was established to undertake trading on a commercial footing raising funds for the parent charity. The provision of catering, hospitality and events management is undertaken through LED's trading subsidiary LED Leisure Enterprises Ltd, including Ocean.

### Our Vision & Values

**Our Vision:** To be the community leisure provider of choice

**Our Values:**

- Opportunities We will provide enjoyable, active, healthy & enriching opportunities that are inclusive to all members of our community.
- Our Customers We will work with our customers to continuously improve our service, facilities & activities.
- Our Team We will empower and invest in our team to meet customer and business needs.
- Sustainability We will work with all stakeholders to ensure business and environmental sustainability.

### Job purpose

Assist in the running of the kitchen and allied areas producing food throughout the facility in accordance with operational and statutory requirements, striving to deliver the highest level of customer and staff satisfaction.

***This post is exempt from the Rehabilitation of Offenders Act (ROA) (as amended) and appointment is subject to satisfactory outcome of disclosure (check of all criminal records).***

### Key responsibilities

#### 1 Operational

- 1.1 To adhere to standard recipes, methods of production and presentation in accordance with standards of operation.
- 1.2 To assist in the provision of food for all food & beverage areas to comply with prescribed standards.
- 1.3 To ensure minimum food wastage and report any such wastage to the duty chef, and to bring to his/her attention any foods which are on the verge of perishing or passing use by date.

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- 1.4 To adhere to the food stock control and operating procedures with respect to goods received and stored.
- 1.5 To ensure deliveries are checked and probed in accordance with company procedures, and carefully stored in the appropriate time frame and to established guidelines.
- 1.6 To assist in kitchen cleaning duties in accordance with cleaning schedules, incorporating kitchen, storerooms, rubbish yard and all equipment therein.
- 1.7 To use all equipment only as prescribed and to report any faults or damage to any piece of equipment immediately to the duty manager.
- 1.8 To operate the kitchen dishwasher in accordance with its correct standard of use.
- 1.9 To assist in the execution and processing of food stocktakes as required.
- 1.10 To take action where appropriate, or notify the management team of any breaches of discipline or terms and conditions of employment by the customer service assistants, for immediate action.
- 1.11 To assist in the supervising Kitchen operations to ensure correct use of kitchen plant (and associated areas as listed above), equipment and utensils, and report faults or abuse at the earliest opportunity in accordance with established procedures.

### **2 Health and Safety**

- 2.1 Maintain the kitchen areas in a clean, tidy and safe condition, in accordance with prescribed standards and report any damage or wear of furnishings, fittings or equipment to the management team immediately.
- 2.2 Ensure compliance with all health and safety practices and procedures including COSHH, First Aid, hazard reporting and requirements of wearing PPE.
- 2.3 Work in a safe manner, with a view to the safety of yourself, fellow workers and customers.
- 2.4 Be fully familiar with and adhere to all company policies and procedures in respect of fire prevention, fire fighting and fire evacuation plans and to use fire and emergency equipment only for the purpose prescribed.
- 2.5 Exhibit due diligence regarding the security of employees and customers, reporting anything suspicious to the management team.
- 2.6 Ensure the correct use and care of all plant, light equipment, utensils, fixtures and effects, reporting anything hazardous or defective using prescribed procedures.

### **3 Food Safety**

- 3.1 To ensure you maintain the highest standard of food & safety and food handling practices, consistent with the company and statutory requirements.

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### Essential Skills and Qualifications

- BTEC or NVQ level 2 equivalent in Hospitality Management or professional cookery
- Minimum 1 year professional chef experience in a similar environment
- Experience in stock control
- Knowledge of Health and Hygiene Regulations
- Flexibility for weekend/evening work

### Desirable Skills

- Maximum of 3 desirable skills/qualifications
- Level 2 Food Safety
- Current First Aid at Work Certificate
- Knowledge of menu planning & costing
- Leadership skills

### All employees have the following activities included in their job descriptions;

- Support and promote LED's 'Vision and Values', leading by example.
- Contribute to reports for Trustees, EMT and partner working groups to consider issues relating to LED.
- Contribute to the performance of LED by participating positively in your appraisals, service planning and the team meeting process.
- Support EMT in ensuring LED offers a customer focused service to help achieve continuous improvement and innovation in service delivery.
- Recognise your role in forming constructive relationships, to help promote positive communication across the organisation.
- Act as an ambassador for LED.
- Attend meetings as required during working hours, or with a minimum of 24 hours' notice for out of hour's meetings.
- Comply with LED's Constitution, policies and procedures.
- Perform any other relevant activities, commensurate with the grading of the post, as required by your Manager.

Reviewed July 2019