**Chef – Queens Park Golf Course**

**Job Description**

Role Profile Operational Band F

Service/Team Commercial Operations – Leisure Services

Reports to Operations Team Leader – Queens Park Golf Course

Responsible for N/A

Number of posts 1

Post number TBC

Career Grade na

# My job improves the quality of life for the people of Bournemouth Christchurch and Poole by ensuring Queens Park, the Golf Course, Catering and associated facilities and grounds maintain and develop its offer as a leading golf and catering function.

**Job Overview**

* Deliver and supervise the efficient and consistent preparation, cooking, presentation and serving of high-quality food and drink in accordance with Food Safety and Food Specification Standards.
* Maintain stock management, order products as required and ensure completion of delivery intake checks in accordance with daily schedules.
* Lead in the planning of menus recommending decisions to support business growth and gross profit.

**Key responsibilities**

* Deliver and supervise the efficient and consistent preparation, cooking, presentation and serving of high-quality food and drink in accordance with Food Safety and Food Specification Standards.
* Maintain high levels of health and safety, cleanliness and to ensure that safe working practices are followed making recommendations for improvements where required.
* Maintain and update accurate H&S documentation, practices and procedures relating to all catering and retail services: including stock taking, Food hygiene Regulations, Control of Substances Hazardous to Health (COSHH), waste and Hazard Analysis Critical Control Point (HACCP)
* Maintain stock management, order products as required and ensure completion of delivery intake checks in accordance with daily schedules reporting any discrepancies and recommending ways for more effective working practices.
* Maintain high levels of cleanliness and organisation throughout the kitchen and service area to include catering equipment, work surfaces, floors and walls in accordance to the daily cleaning schedules.
* Plan costed menus for both café and functions to support business growth and gross profit.
* Maintain catering equipment consumables in accordance with the daily and weekly schedules.   
  Maintain a high level of presentation on all products, adhering to ‘use by’ dates and minimising waste by ensuring stock rotation.

* Detail all wastage in accordance with the policy.
* Report any faulty equipment or concerns about equipment to the Operations Manager recommending solutions.
* Build support, positive and trusting relationships with customers and colleagues.
* Recognise and understand the impact of incidents and use effective interpersonal skills to resolve and develop solutions to a range of practical problems.
* To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act, Food Safety Regulations and Data Protection Act.
* Plan and organise workloads, supporting other operational areas where required.

**Specific Qualifications and Experience**

* City & Guilds / NVQ catering qualification (minimum of Level 3 or equivalent)
* Food Hygiene Level 2 certification (or equivalent)
* Evidence of food allergens training with a good working knowledge
* First aid at work certification
* Evidence of delivering a consistent variety of freshly prepared hot & cold dishes within a commercial setting.
* Experience of innovative and cost-effective menu development
* Experience and exposure to seasonal trends in service demand
* Working knowledge of catering best practise to produce and serve good quality food.
* Knowledge of Food Hygiene Regulations, Health and Safety at Work
* Well-developed literacy and numeracy skills
* Competent working knowledge of Microsoft Office

**Personal Qualities and Attributes**

* Well organised, efficient with an eye for detail
* Ability to work effectively under pressure, think quickly, anticipate potential problems and take pre-emptive actions and/or manage problems.
* Flexible and adaptable, ‘can do’ approach, and a willingness to work individually or in a team.
* Highly motivated, committed, flexible and passionate about delivering a quality catering experience.
* Willingness to undertake training and development as necessary

**Job requirements**

* This role is an operational onsite role required to be based at Queens Park Golf Course
* As part of a 7-day operation, weekend and evening work is a requirement of this role

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.