



Job Title:	Second Chef, Refresh
Reports to:	Catering Manager
Responsible for:	Chef/Meals on Wheels Co-Ordinator
Location:	Refresh, Skainos Square, 239 Newtownards Road, Belfast
Salary:	£17,162 per annum
Hours:	37.5 hrs per week Monday to Saturday on a rotational basis
Leave:	32 days including 12 statutory days
Pension:	National Employment Savings Trust (NEST)
Health Care:	An employee health care plan is available after successful completion of probationary period
Probation:	This post is subject to a 6 month probationary period

Overall Responsibility

Refresh is a social economy project of East Belfast Mission. Reporting to the Catering Manager, the Second Chef will produce a quality food to menu specifications in a high turnover unit for the café, service providers and external functions as required.

The post holder will enhance the development of food production and customer service within Refresh and be responsible for budgetary control and elements of catering costs. The post holder will have full responsibility for all aspects of Refresh in the absence of the Catering Manager.

The Refresh Café is open Monday, Tuesdays, Wednesdays and Fridays from 8 a.m. to 5 p.m. Thursdays from 9 a.m. to 7 p.m. and on Saturdays from 9 a.m. to 3 p.m. The post holder will work a rotating shift pattern across these hours on a 37.5 hours per week basis, however they may be expected to work outside of these hours on occasions to cater for external functions as required.

Main areas of Responsibility

1. To work within the kitchen team to produce food for Refresh to a high standard on a daily basis
2. Prepare and oversee the preparation of food, including breakfasts, lunch, some evening meals, snacks and catering for external events
3. Oversee the serving of food to Refresh clients ensuring high standards of customer care
4. Provide a hospitality/catering service for EBM meetings and events in the Skainos complex
5. Promote and drive the external Catering Service
6. To create adapt menus where appropriate relating to the sales mix and costings
7. Provide and co-ordinate a daily meal service for the Meals on Wheels programme
8. Provide and co-ordinate a daily meal service for Bright Sparks Child Care facility
9. Help maintain and control stock and stock records
10. To ensure the security of stock in the storage rooms and to report any irregularities to the Catering Manager

11. To maintain financial procedures as set by the Head of Business Development and the Catering Manager
12. To be responsible for the administration and accounting procedure, including till operations and completion of weekly accounts
13. To work within an expenditure budget
14. To provide information to fulfil requirements from funders
15. To ensure Catering Assistants use the correct portion size and understand the content of the dishes
16. To be able to calculate food costs and manage food costs in line with budgets
17. Meet set sales targets by increasing and promoting services provided
18. Promote menus according to trends in the industry and customer taste
19. Manage, develop and train all members of the catering team both paid staff and volunteers as required
20. Organise and supervise the shifts of catering staff
21. Ensure compliance with Health & Safety policy and regulations including HACCP, COSHH, hygiene codes of practice and temperature controls
22. Provide health and safety induction and training for staff and volunteers
23. Carry out health and safety checks on the equipment and site
24. Identify and deal with mechanical defects and repairs as required
25. Have a full understanding and knowledge of food safety law
26. To cover all duties normally assigned to the Catering Manager in their absence and any other reasonable duties within their capacity
27. To work in accordance with all EBM policies and procedures as required

Personnel Specification

Essential Criteria

1. Minimum of two years' experience of working in a similar high volume environment
2. Management/supervisory experience of at least 3 staff
3. At least two years' experience of customer care
4. Experience of working within a weekly income and expenditure budget
5. Experience in using Microsoft Office packages including outlook
6. Experience of ordering and stock taking
7. Customer focused
8. Good team worker
9. Able to work unsupervised
10. Ability to work under pressure
11. Ability to prioritise workload
12. Flexible and adaptable
13. Full driving licence and access to transport. This criteria will be waived if a disability prohibits and the applicant can demonstrate the effectiveness of alternative transport arrangements

Desirable Criteria

14. A relevant catering qualification e.g. City + Guilds/NVQ Level 2 or equivalent
15. A relevant food hygiene qualification

East Belfast Mission is an Equal Opportunities Employer

