



JOB TITLE

Chef Manager

JOB DESCRIPTION

An experienced chef manager is required by The Real Junk Food Project to develop our catering services and events offer, leading a team of staff and volunteers. Cooking entirely with surplus food this is the perfect opportunity for you to showcase your creativity and skills with menu planning whilst working within a globally recognised environmental charity. You will thrive on being challenged as no two days are the same- catering anything from large scale weddings to café lunches, children's parties and fine dining events.

You will be responsible for overseeing, developing, and improving the catering services and managing compliance with legal, regulatory and company requirements including a quality management system (QMS). You will ensure robust food hygiene and health and safety procedures are implemented, reviewed and reported on a regular basis.

The Real Junk Food Project operates as a cooperative, empowering its team members and actively encouraging a work/life balance. The role is mainly daytime hours (including weekends) with a great deal of flexibility.

DUTIES

- Day to day catering support including stock management and delivery of catering and events services.
- Development and improvement of our food offers and use of excess surplus food.
- Plan, organise and coordinate PAYF catering across West Yorkshire
- Supervise, train and develop chef teams and volunteers.
- Adapt menus daily to creatively use surplus food whilst meeting customer requirements.
- Ensuring customer and partner expectations are met and where possible exceeded.
- Continually monitor all food standards, hygiene standards and health and safety guidelines and ensure they are maintained at the highest level.
- Monitor financial performance to ensure pre-set budget figures are maintained and improved.
- To drive catering performance through adherence to promotional activity and marketing initiatives.

LOCATION

Across all locations

RELATIONSHIP

Reporting to the board of company directors

Point of contact: Adam Smith – CEO/ Emma Buckle – Head of Catering

SALARY

£11 p/h

LENGTH

**Up to 8 hours per day
4/7 days per week – 32 hours per week
For the probationary period of 3 months**

REVIEW

**Role to be reviewed after 3 months
Position to be renewed, or notice period given.**

QUALIFICATIONS & EXPERIENCE (ESSENTIAL)

- Minimum of two years experience working in a similar role within the service industry at a comparable level within a company
- Must have one of the following qualifications or equivalent: - BSC (Catering), MHCIM, HND, City and Guilds 706/1 and 2, NVQ level 2 and 3 and possess an intermediate level food safety certificate
- CIEH level 3 qualification or equivalent
- Proven experience of managing client and/or customer relationships
- Management level knowledge of health & safety and food safety
- Proven experience in catering sector, including stock management, cash control and customer service
- Able to work on own initiative within a team environment
- Administration and IT skills, with working knowledge of MS Office (word, excel, etc)

QUALIFICATIONS & EXPERIENCE (DESIRABLE)

- Driving license and access to a vehicle as travel across locations required.
- Experience working in the third sector or with volunteers
- Experience of catering large scale events

SKILLS AND COMPETENCIES REQUIRED

- **Ability to prepare food with creativity, flexibility and imagination.**
- **Self-starter – able to build the role, develop opportunities and show entrepreneurial flare**
- **Excellent verbal and written communication skills.**
- **Strong interpersonal skills, and ability to work with a diverse range of people, including the vulnerable.**
- **Ability to analyse problems analytically and implement innovative solutions.**
- **Strong organisational skills and attention to detail.**
- **Leadership qualities and ability to motivate and create a positive, inclusive culture and ethos**
- **An interest in food and its impact on the environment**
- **A desire to work within the charity sector**
- **Flexibility and ability to work at various locations and hours in line with the business requirement**

How to apply

Please complete an application form and submit via email along with a cover letter advising why you believe you are suitable for the role to hr@trjfp.com

Closing date Friday 7th May 2021