



Blackburn Diocesan Board of Finance Ltd

Whalley Abbey Retreat and Conference Centre

Chef

Duties and Responsibilities

Menu planning, cost control and administration

- Assist with menu planning, goods orders, stock control and transfers
- Receive deliveries ensuring all are in good order and record delivery temperatures
- Liaise with suppliers on returned items and food safety standards
- Ensure all fridge and freezer temperatures are recorded daily and records maintained
- Complete daily production records
- Actively take part in the preparation and maintenance of HACCAP schedules

Food production and service

- Prepare meals and refreshments along with the catering team to high standards of presentation
- Ensure compliance with all food safety and hygiene regulations during food production
- Ensure all food production temperatures are recorded and maintained
- Ensure the correct cooking and serving equipment are available
- Liaise with the Duty Manager and Receptionist to ensure smooth and timely service of meals and refreshments
- Provide high standards of customer service at all times

Cleaning and maintenance

- Achieve high standards of hygiene in the kitchen and food service areas
- Assist the Catering Manager in the preparation of a cleaning schedule and maintain records to include daily, weekly, monthly and long term tasks, along with the products to be used.
- Be a member of the cleaning team
- Ensure all equipment and surfaces are maintained in good working order

Staff

- Supervise any temporary staff employed within the kitchen
- Maintain good working relations amongst all the Abbey staff

Other

To carry out any other duties to aid the smooth running of the whole Abbey site, including in other departments and areas



Person Specification

- Experience of working in a wide range of food establishments, for example bistros, restaurants and hotels
- Minimum 3 years' experience of running a professional kitchen as the head chef
- Experience of devising menus and preparing and presenting food to a high standard
- Ability to liaise with clients to offer and agree menus to suit client needs
- Experience of negotiating
- Experience of using Microsoft Office packages including Word, Excel and Email with suppliers to ensure value for money
- An understanding of current Health & Safety legislation including food safety
- Ability to mentor and train young staff and volunteers
- Good communications skills – written, verbal, telephone
- Good administrative skills including record keeping
- Experience of managing a budget
- Excellent organisational and motivational skills
- Ability to lift and move equipment and supplies
- Ability to work both as part of a team and unsupervised on own initiative
- Ability to keep calm under pressure and respond to emergency situations as they arise, including dealing with vulnerable or challenging people as they arrive at the Abbey, and technical emergencies
- Adaptability to change and willingness to embrace new ideas and processes
- Flexible – evening and weekend work

Outline of Terms and Conditions

Employer: Blackburn Diocesan Board of Finance

Contract type: Permanent

Salary: £31,574.40 per annum

Hours: This is a 40 Hours per week roll but the post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending functions outside normal hours which may include evenings and weekends.

Location: The post holder will be based at Whalley Abbey, The Sands, Whalley, Lancashire, BB7 9SS.

Pension: The default for staff is a Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution.



Annual leave: The full-time entitlement is 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. This is pro rata for part time employees. The holiday year runs from 1 January to 31 December.

Probationary period: The appointment is subject to the satisfactory completion of a six-month probationary period.

Notice Period: During the probationary period, 4-weeks' notice is required on either party. Thereafter you will be required to give 12-weeks' notice should you wish to resign.

Expenses: Working expenses are paid at the diocesan rates.

Employee Assistance Programme: Employees of the BDBF are entitled to the Medicash EAP following their second month of employment. Medicash is available to all employees whose contracts exceed 3-months from their continuous start date.

Right to work: The post-holder must have the right to reside and work in the UK.

Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds

The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.