**JUNIOR CHEF**

Reporting to: Club house manager

At Strawberry Hill Golf Club we are searching for a committed, proactive cook who would enjoy working in small but vibrant environment, and will promote an welcoming ambiance and an enjoyable working environment. Strawberry Hill Golf Course is in the heart of Strawberry Hill and offers a challenging and charming 9 hole golf course, close to Strawberry Hill train station, and a club house where friends meet and enjoy a drink at the bar, coffee with friends, lunch, afternoon tea, evening events and take part in the various activities organised.

We are looking for someone with high standards, the right skills and experience, but above all, the right attitude to provide a welcoming atmosphere to members and guests, and an enjoyable place to work with the small team.

Main function of post: You will work to provide bar food, lunches, afternoon teas and small events.

Hours worked: 20 hours per week as and when the need arises.

**Main duties of post**

1. To assist with all food production within the kitchen, to include small scale special events, party catering and functions; also assisting with bar menu development and planning; including creating new dishes and offering ideas for seasonal menus to cater for individual functions or daily menus.

2. To assist in the ordering, storage, control and management of all stock, according to regulations and administrative procedures.

3. To comply with all current Health & Safety and food hygiene regulations and to ensure the health, safety and enjoyment of visitors whilst using our food service facilities.

4. To assist with all aspects of daily, weekly and monthly cleaning of the kitchen, equipment and other food service areas; ensuring that all checklists are completed and high levels of hygiene standards are maintained.

* Plating and presenting food items as per the Club’s standards
* Receiving deliveries and making sure that all ordered items are of excellent quality and are delivered on time
* Preparing salads
* Performing basic cleaning duties and sanitising all work stations properly
* Taking inventory of supplies and informing the club manager of depleted or low supplies
* Disposing of all spoiled or expired food items stored in the freezers, refrigerators and stock rooms
* Preparing meal ingredients, including seasoning of different meats, as well as chopping, peeling and washing, fruits and vegetables

5. To ensure that visitor care is to the highest possible standard and that SHGC guest customer service standards are adhered to within the kitchen team.

6. Once fully trained and confident in the tasks required, you would then be expected to assist in the induction of new staff into the kitchen, and to ensure all standards within your area are maintained at all times by all staff working in that area.

7. To increase skill levels and develop the overall performance of the team including the development of your own skills, with the option of completing an NVQ with an accredited training body.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

**Person Specification**

**1. Qualifications**

Essential:

1. Basic understanding of food hygiene to be developed with training
2. Basic computer skills for purposes of ordering/stocktake, to be developed where appropriate
3. Educated to GCSE standard

Desirable:

1. Level 2 / Basic Food Hygiene Certificate
2. Level 3 / Intermediate Food Hygiene Certificate
3. Industry recognized qualification such as City & Guilds, NVQ, BTEC

**2. Experience**

Essential:

1. Cooking experience. Passion and enthusiasm for cooking with a keen eye for detail are key

Desirable:

1. Demonstrable experience of working within a catering operation
2. Experience of working within a visitor attraction environment.
3. Experience of special event catering

**3. Standards & Supervisory**

Essential:

1. Allocates basic tasks and carries out training on an occasional basis for
   1. Supervised permanent employees
   2. Volunteers / Casual workers

**4. Responsibility**

Essential:

1. Ensuring the food service runs smoothly and with consistently high standards of presentation
2. To comply with all current health & safety and food hygiene regulations
3. Ensure all customer feedback is referred to the manager for an appropriate response

Levels of financial responsibility

1. Type of Responsibility Level (£’s) during development training: £0.00 All expenditure to be cleared prior to spend after completion of training:
2. Type of responsibility after training: £50 without prior approval, but all spend to be accounted for and reported.

**5. Creative Ability**

1. To assist with the presentation and layout of functions
2. Ensure high standards of food presentation
3. Ability to deal with ordering issues
4. Ability and desire to contribute to menu development

**6. Communication**

1. Interaction with customers on a regular basis
2. Interaction with kitchen and catering staff
3. Liaise with other departments such as admissions and bookings

General Notes

This post requires work during some evenings, weekends and holidays to meet the needs of the post.

A current driving licence is desirable.