



FLITWICK TOWN COUNCIL

JOB DESCRIPTION/PERSON SPECIFICATION

Post:	Rufus Centre Chef
Post No:	FTC 31
Responsible to:	Corporate Services Manager
Responsible for:	Kitchen Team

Business Overview

The Rufus Centre is a thriving conference, meetings and events venue offering a range of catering services for both commercial customers and the general public. These include:

- The Rendezvous Café – opened in summer 2020, the café offers a range of value for money hot and cold food and refreshments. It has proved very popular both with the local community and as an informal meeting place for local businesses.
- Conferences and meetings - we have a long-standing business providing refreshments and catering for a range of commercial and community clients booked into one of our seven meeting rooms.
- Functions – we provide a range of hot and cold food options from buffets to three course meals for parties, weddings and other functions.

Responsibilities

As part of the management team, you will be responsible for maintaining and growing all the catering services within the Rufus Centre. This is a dynamic, exciting role with lots of opportunity to develop new services and menu offerings.

Job Description

1. You will be responsible for all aspects of running a commercial kitchen such as devising menus, managing kitchen staff, overseeing food preparation, ordering and monitoring stock and following all guidelines for food hygiene and health and safety.
2. Ensure that the quality of food supplied is of the highest standard whilst remaining profitable.
3. Oversee the customer experience ensuring they enjoy a hospitable environment.
4. Understand the commercial aspects of running a catering business.
5. Discuss with event organisers and potential customers their food requirements as required.
6. To observe the principles of customer/client care, equality, quality management and good health and safety standards and to help achieve and contribute towards Local Council Award status.
7. To undertake other tasks allocated by the Council which are within the competence and capability of the post holder.



PERSON SPECIFICATION

E = Essential
D = Desirable

FACTOR	REQUIREMENT
QUALIFICATIONS	<ol style="list-style-type: none"> 1. NVQ level 2/3 in food preparation and cookery or equivalent qualification. (D) 2. Level 2 Award in Food Safety or equivalent qualification. (E) 3. Basic certificate in health and safety. (D)
EXPERIENCE E = Essential D = Desirable	<ol style="list-style-type: none"> 4. Experience of cooking and food preparation in a high-volume environment. (E). 5. Experience of running a kitchen which also caters for a range of events from supporting a café environment to prestigious conferences and family events including weddings. (D) 6. Experience supervising food hygiene in a kitchen environment. (E) 7. Experience of coordinating functions and events. (E) 8. Experience of food storage techniques. (E) 9. Experience of ordering supplies for a catering service. (D) 10. Experience of supervising kitchen and catering cleansing. (E) 11. Experience of supervising front of house staff in a catering outlet. (D) 12. Experience of Microsoft Office packages. (D) 13. Experience of managing health and safety in a busy kitchen. (E) 14. Experience of training catering staff. (D) 15. Experience with Food Allergies, Special Diets and Food Labelling. (E)
KNOWLEDGE/ SKILLS	<ol style="list-style-type: none"> 16. A good grounding in modern catering techniques. (E) 17. An in-depth knowledge of routine and periodic cleaning and other aspects of food hygiene. (E) 18. A knowledge of good customer care practice. (E) 19. Excellent verbal communication skills. (E) 20. Capability of working with internal and external teams and partners. (E) 21. Organisation and time management skills. (E) 22. Knowledge of working within a quality management system with a “right first time” ethos. (D)

	<p>23. Basic understanding of health and safety requirements relative to a kitchen and catering outlet. (E)</p> <p>24. Basic IT skills. (D)</p> <p>25. An understanding of how this role supports the delivery of our charitable outputs. (D)</p>
<p>Personal Style and Behaviour</p>	<p>26. Ability to be self-motivated, innovative and have a flexible approach to work. (E)</p> <p>27. Ability to work on own initiative and supervise other staff. (E)</p> <p>28. Ability to work as part of a team. (E)</p> <p>29. Ability to balance conflicting demands and to find acceptable ways forward. (E)</p> <p>30. Ability to work to strict deadlines and under pressure. (E)</p> <p>31. Commitment to client care, equal opportunity in employment and service delivery and safety. (E)</p> <p>32. Commitment to improving efficiency and effectiveness. (E)</p>