

## **The Gallery Café Chef – Manager**

### **Job Description**

Place of work: **The Gallery Café, The Lemon Street Market, Truro**

Responsible to: **The Directors.**

Supervisory Responsibility: **Kitchen and front of house team**

Holidays: **4 weeks paid plus paid Bank Holidays pro rata**

Hours & Rate **Full Time (40 hours) at £20 - £23K per annum, experience dependant**

### **Responsibilities**

**The chef-manager is expected to take a hands on approach and responsibility for the overall daily operation of all the catering and running of the Gallery Café, being mindful of industry cost margins. They will need the practical skills to execute and supervise and interesting but simple menu and be capable of managing, developing and promoting the café offering throughout the trading day. The Chef-manager must be proficient in training all staff to produce a consistent product, both in the kitchen and in all services to the public. All aspects of customer care, health and safety and food hygiene regulations will be the responsibility of the Chef-manager.**

### **General**

1. To support company procedures, observing and adhering to all company practices and procedures as set out in the Company Handbook
2. To take the lead in offering an innovative menu and develop new, workable, concepts and ideas.
3. To control staffing levels, dealing with day to day issues with support from Directors as required.
4. To contribute to the smooth running of the Gallery Café.
5. To ensure all food, labour and material budgets operate at recognised margins within the food industry.
6. To attend training, staff meetings as directed by the directors.
7. To attend for duty promptly. To undertake any other tasks relevant to the post or to the smooth running of the department.

## **Main Duties and Responsibilities**

1. To ensure the cafe kitchen and cafe area is set up to required standards at all times, with Health and Safety and Food Hygiene Legislation adhered to.
2. Be involved and support material and procedural changes in areas of responsibility.
3. To create an interesting, simple menu, ensuring correct margins are made and menu content is compatible with customer needs and preparation layout.
4. To be able to personally prepare and deliver all items offered on the menu and lead best practice by example, observing all food hygiene regulations and requirements.
5. To ensure the areas of responsibility provide a friendly, informative and efficient service to all customers and ensuring their needs are met at all times.
6. To ensure team have clear knowledge of their role and duties within the department and be able to create excellent rapport and mutual respect.
7. To competently work various drinks dispensing equipment as trained, instruct others and be able to contact the relevant maintenance companies.
8. To ensure stock rotation of counter products and beverages, and that deliveries are checked for quantity and quality.
9. Increase profitability by ensuring best value from suppliers.
10. To ensure all cleaning schedules, food temperature and fridge temperature records are current and contain information required by food safety regulations with any testing carried out as instructed. All kitchen equipment to be properly maintained and used safely, ensuring the competency of others.
11. To be proficient in the operation of the till and credit/debit card facilities and be able to train others and contact providers in emergencies.
12. To maintain high standards of hygiene and cleanliness, being responsible for the routine cleaning of all areas of the Gallery Cafe.
13. To ensure correct uniform is worn by staff, and they present clean and tidy, working in a hygienic manner.

## **Personal Specifications**

1. An enthusiasm to work with a team to improve the profile of the Gallery Cafe, with an ability to instruct others and report back to manager and directors
2. Relevant catering qualifications and experience to ensure effective management.
3. Willingness to undertake training as required.
4. Smart, clean and groomed appearance; excellent standards of personal hygiene.
5. An ability to cope with the physical demands of working within a busy restaurant.
6. A team player but able to work with own initiative. Excellent communication skills.
7. Experience in customer care and in the provision of quality service.
8. Good standard of numeracy and literacy.
9. A willingness to work as part of G.J.Hendra Ltd, supporting and promoting all aspects of the company where necessary.