

# Chef/Food and Beverage Manager

## Job Description and Person Specification

### Position Details

<b>Position:</b> Food and Beverage Manager / Chef	<b>Department:</b> All catering areas	<b>Reporting to:</b> General Manager <b>Manages: -</b> Supervisor and FT staff (Team of 4) up to 20+ casual staff
<b>Salary Range:</b> £36,000-£42,000	<b>Contract:</b> Permanent	<b>Hours per week:</b> Full-time 45 hours

## **Overall Objective:**

Reporting to the General Manager with support from the Supervisor and Full-Time staff, you will plan and implement the total delivery of all Food and Beverage services across Mead Open Farm.

Our catering offer comprises the Grain Store Restaurant, Shepherds Hut, Playbarn Pantry, and coffee wagon, it also includes event catering onsite that include The Howl, Adult Farm Nights and other events including Adult Christmas Party delivery. We also provide camping breakfast and dinner provision across the peak spring and summer holiday period each year.

A key area of this role is to cook nutritionally balanced food for the nursery, and holiday activity day camps. We have over one hundred nursery children on site. This is pivotal to our business and all aspects from cooking, menu development and allergens need ongoing management.

The role will suit an enthusiastic and driven self-starter who can create a brand and standard that the owners, team, and customers can enjoy and be proud of.

You will need to take the team on the journey with you, be approachable on a day-to-day basis. Demonstrate maturity in managing and training a young team is a must. To create and maintain a great team environment that is consistent, firm, fair, fun, and progressive. The nature of what we do makes our service customer facing, so we need you to be a friendly and proud of what you do.

## **Key Accountabilities**

- Maintain our 5-star food hygiene certification, with continuous development and improvement of our team's food safety training and procedures.
- Allergen compliance in line with Natasha's Law October 2021 onwards.
- Innovation for day to day and event food service from inception to completion completing all elements.
- Create a strategic annual plan for department and all associated activities.
- Upskilling of team development, encouragement, and support. Ensure they are efficient and make use of time effectively.
- Ensure you are working to achieve a 25/30% payroll versus turnover and identifying route causes if we are not and suggest ways to improve sales/costs. Stock management, waste logging and rotation
- Cost of Sale kept to 30% or under verified with external stock takes that you will oversee. In turn achieve a Gross Profit of 67%.
- Any new costing to be done electronically on the GP Doc
- Meeting nursery budgeted spend month by month to protect the monthly and annual labour target.
- All ordering responsibility.
- Responsible for following the purchase order process.
- Overall responsibility for customer standards in all food service areas, events with food. This in turn create positive feedback reduces the likelihood for complaints whether in takeaway or restaurant mode.

## **Job Role Weighting**

Cooking/Management of the team **70%**

Administration and Ordering **10%**

Planning and idea development **10%**

Financial control and EPOS management **10%**

Team motivation and creating a positive and fun working environment is also vital to the role.

**Job Description**

**Person Specification**

## **Summary of Duties**

- To ensure that the offering stays relevant, competitive, and attractive.
- Continued development of the satellites and pop-up units to provide high quality and high-volume service, in an attractive and comfortable environment.
- Inspiration and design of the menus in the various outlets across site, working toward a locally sourced high-quality, high-volume offer.
- As a visitor attraction with summer camping accommodation, menus must cover breakfast, lunch, and an evening service for campers. Flexibility to upscale to cater for one-off events.
- Deliver catering costing plans with a focus on delivering a profitable contribution to the business.
- Ensure GP% and budgeted cost of sale are met, finding ways to improve income and spend per head.
- Oversee stock takes with external provider.
- Work with General Manager on purchasing controls.
- Ensure all invoices and purchase orders are authorised and accounted for to ensure a smooth payment run and accurate Management accounts.
- Monitor payroll v turnover where possible, in relation to current business trends without compromising the operation. Looking for efficiency and smarter ways of working.
- Create and maintain service standards, values, and our customer pledge.
- Recruitment of new staff for your department.
- Coach and mentor, your team to develop their skills, experience, and role responsibilities.
- Tactfully communicate sensitive information to the General Manager and maintain confidentiality.
- Set out clear responsibilities for the supervisors/wider team and support them to

## **Essential**

- High volume cooking and food preparation experience.
- Proven record of leading, managing and developing a team in a similar environment- A minimum of 3 years in a Food & Beverage Management or a supervisory role previously
- Event Experience
- Be enthusiastic about food and always working to extremely high standards.
- To be pleasant and courteous and have good customer service skills.
- Be flexible around hours and days of work.
- Be adaptable to changing work and environments.
- Have strong numeracy and literacy skills.
- Have strong verbal communication skills and able to interact with customers.
- Be able to work as part of a team and alone.
- Demonstrate good personal hygiene.

## **Desirable**

- Level 2 Food Hygiene and Safety minimum.
- Hold a full BII personal license.

