

## JOB DESCRIPTION

**ROLE:** Chef / Assistant Chef

**REPORTING TO:** Chef / Catering and Hospitality Manager

**ROLE SUMMARY:** The purpose of this role is to provide an excellent food and beverage service for visitors to Pensthorpe's food outlets.

### Main Responsibilities

#### Food Preparation

1. Support / work with the Chef to develop and produce food for all catering outlets at Pensthorpe
2. Prepare and serve dishes from the menu with the most accurate cooking or production techniques, working to agreed portion sizes, and achieving minimum wastage
3. Adhere to food standards and company procedures and schedules
4. Ensure the working area within the kitchen is spotlessly clean at all times
5. Ensure that the servery and dining areas are spotlessly clean at all times
6. Support / work with the Chef to ensure stock is replenished as required, undertaking ordering and receipt of deliveries, assisting in maintaining appropriate stock levels of all products both front and back of house

#### Visitors

1. Greet visitors with a smile, good morning, afternoon etc. and show courtesy at all times
2. Provide a helpful, friendly and 'can do' service to all visitors
3. Assist with presentations and special events

#### Health & Safety / Environmental Health / Food Hygiene

1. Implement the legal obligation to maintain a safe working environment at all times
2. Follow the company's procedures, as described in the Health & Safety Policy
3. Report anything unsafe to the Head Chef or Catering Supervisor and report accidents, near misses and so on in the accident book

#### Team

1. Be an active team member and work to ensure good teamwork is achieved.
2. Assist the Head Chef with development and motivation of the team
3. Take part in pre and post service briefs
4. Show awareness of the needs of fellow team members and to show them courtesy
5. Communicate effectively with others in the team
6. Work collaboratively with colleagues in order to meet the objectives of the business
7. Contribute to team meetings and put forward ideas and feedback in order to improve ways of working

#### General

1. Welcome visitor groups to Pensthorpe, when required
2. Attend work with a clean and smart appearance, wearing the appropriate attire
3. Implement the policies and procedures set out in the Employment Handbook
4. Undertake any other tasks that may be reasonably requested