**The Highfield Group**
Job Description

Chef

**Document Control**

|  |  |  |  |
| --- | --- | --- | --- |
| Version  | Date  | Author  | Notes  |
| 1.0  | 12/10/2023  | Aaron Perks  | First Version  |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

**Contents**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Job Title  | Head Chef  |
| Responsible to  | Assistant Manager & Manager  |
| Responsible for  | Kitchen  |

**New and exciting position available!**

We’re currently on the hunt for a full-time chef to become a cherished member of the Highfield Coffee Social family!

At Highfield Coffee Social, it’s all about great food and great vibes. Our team embodies a warm and supportive community, which we strive to extend out to all our customers. We’re seeking someone who not only possesses a genuine passion for the culinary arts, but also brings their own unique perspective of working closely with a fun and friendly team. This is an extraordinary opportunity to be part of our new culinary journey.

While previous kitchen experience is advantageous, what matters most to us is your enthusiasm to learn and contribute. We strive to keep our community safe, and we like to invest in our workforce to ensure that you get the most out of your job role.

Our coffee shop’s menu is like an art project in the making. We’re lining up some delicious and nutritious breakfast, lunch and snack options that will be created from high quality, locally sourced ingredients. Our menu isn’t set in stone – we’re keen to get a culinary wizard onboard to take it to the next level.

We want to be as inclusive as possible, so the menu options will need to be suitable for a range of dietary requirements. Are you up to the challenge?

We also have the pleasure of partnering up with Dark Wood’s Coffee, an award-winning local coffee roaster, to combine great food with great drinks at Highfield Coffee Social.

Embracing the principle that work should be enjoyable, we’ve woven elements of wellbeing into the fabric of our culture. You will be entitled to a fantastic range of perks. Our premises boast an on-site gym to keep you energised, on-site showers and convenient parking options.

We are looking to open from 7am to 6pm during weekdays (Monday to Friday) and 8am to 4pm on Saturday and Sunday. Throughout these hours, if less food preparation is required, we would expect our candidate to flexibly move around the café, working across the front of house, or helping the baristas when needed.

You can enjoy the pleasure of sipping freshly brewed Dark Wood’s coffee during your shift and have the privilege of trying our delectable offerings at a discounted rate.

**MAIN RESPONSIBILITIES**

Menu execution – be able to prepare a variety of breakfast items, salads, sandwiches and paninis in accordance with the café’s recipes and menu offerings.

Food quality - ensure that all dishes meet the café’s standards for taste, presentation and consistency., paying close attention to cooking techniques, seasoning and plating.

Efficient production – manage cooking times effectively to ensure timely service, especially during busy hours. Coordinate with other members of staff to maintain a smooth workflow.

Recipe adherence – follow recipes accurately to maintain uniformity in taste and presentation across all dishes.

Food safety and hygiene - adhere to proper food handling, storage and sanitation practices to maintain a clean and safe kitchen environment, and to comply with health and safety regulations.

Collaboration – work closely with fellow members of staff and baristas to ensure efficient operations and seamless communication.

Customer service – contribute to a positive customer experience by consistently delivering well-prepared and appetizing dishes that align with the cafe's brand.

Menu innovation – suggest new dishes, variations or seasonal specials that complement the coffee offerings and cater to customer preferences.

Dietary accommodations – be prepared to modify dishes to accommodate dietary preferences and restrictions, such as offering vegetarian, vegan or gluten-free options.

Attention to detail – pay meticulous attention to portion sizes, plating and garnishing to ensure each dish is visually appealing and aligns with the cafe's aesthetic.

Kitchen organisation – keep workstations clean, organised and well stocked with ingredients and supplies to facilitate efficient food preparation.

Quality control – conduct regular taste-tests to maintain consistent quality, and then address any discrepancies promptly.

Inventory management – monitor ingredient levels and communicate any inventory needs to management. This is important for ensuring a continuous supply of necessary items.

Equipment maintenance – ensure kitchen equipment is properly used, cleaned and maintained for optimal functionality and safety.

Training – assist in training new kitchen staff on food preparation techniques, safety protocols and café-specific standards.

Adaptation to demand – adjust food production levels based on customer flow and fluctuating demand throughout the day.

Communication – maintain open lines of communication with management regarding inventory, menu changes and any challenges in the kitchen.

Continuous learning – stay updated on culinary trends, techniques and industry developments to bring innovation to the café’s menu.

**KEY COMPETENCIES**

Culinary expertise – possess a strong foundation in cooking techniques, food preparation and recipe execution across a variety of breakfast items, salads, sandwiches and paninis.

Attention to detail – meticulously focus on every aspect of food preparation, including portion sizes, seasoning, plating and garnishing, to consistently deliver visually appealing and appetizing dishes.

Time management – effectively manage cooking times to ensure timely service during busy periods while maintaining good food quality.

Food safety knowledge – demonstrate a thorough understanding of food safety protocols, including proper food handling, storage and sanitation practices, to maintain a clean and safe kitchen environment.

Adaptability – be flexible in adapting to changing customer demand, menu adjustments and unforeseen challenges that may arise during the day.

Team collaboration – work seamlessly with kitchen staff, servers and baristas to foster a cooperative and productive environment that enhances the overall customer experience.

Communication skills – clearly convey instructions, share insights and collaborate effectively with team members and management to ensure smooth kitchen operations.

Customer focus – maintain a customer-centric approach, aiming to consistently deliver dishes that exceed customer expectations and contribute positively to their dining experience.

Creativity – showcase creativity by suggesting innovative menu items, experimenting with flavours and contributing to the cafe's menu development.

Stress management – stay composed under pressure and effectively manage busy periods, ensuring food quality and efficient service, even during high demand times.

Organisational skills – keep workstations organised, manage the inventory effectively and oversee kitchen supplies to maintain an efficient and well-prepared kitchen.

Problem solving – swiftly identify and address any culinary or operational challenges that arise, finding solutions that minimise disruptions and maintain food quality.

Menu knowledge – Have a comprehensive understanding of the cafe's menu offerings and ingredients. Accurate information must be given to customers regarding preparation methods, and knowledge in these areas will enable you to make appropriate menu recommendations. Hygiene standards – adhere to high standards of personal hygiene, and enforce proper hygiene practices within the kitchen environment.

Continuous learning – stay updated on culinary trends, industry developments and new cooking techniques to consistently bring fresh ideas and innovation to the café menu.

Leadership skills – be able to demonstrate leadership by effectively delegating tasks, providing guidance to kitchen staff and maintaining a positive work atmosphere.

**ESSENTIAL QUALIFICATIONS**

Food Hygiene knowledge is desirable

**POST HOLDER’S OBLIGATIONS**

To carry out their duties having full regard for “The Highfield Group Way of Working” (please see below).

To carry out their duties in accordance with the Highfield Group Diversity and Equality policy and in compliance with the Health & Safety at work etc. Act 1974 and any subsequent and relevant health & Safety legislation.

The timely and professional dealing with general enquiries in writing, by email or over the telephone including the taking of messages and the accurate recording and, if necessary, the dissemination of all relevant information.

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other reasonable duties and responsibilities without changing the general character of the post.

**THE HIGHFIELD GROUP WAY OF WORKING**

Think customer;

Be passionate about our products and services;

Be a team player;

Accept responsibility for your actions;

Be enthusiastic, honest and confident;

Listen and learn and respect confidentiality;

Be loyal and committed to the Company and your future within the Company; and

To respect all members of the team.

**THE HIGHFIELD GROUP’S COMMITMENT TO YOU**

To build on your strengths and develop your skills;

To recognise the value of your contribution;

To respect the balance between life and work;

To maintain confidentiality;

To provide excellent working conditions; and

To reward loyalty, commitment, innovation and outstanding performance.