



# Chef – Seckford Almshouses

## Woodbridge, Suffolk

### 39 hpw (£18,840 p/a)

We require an enthusiastic chef to join our busy catering team. You will need to have a strong culinary background, and be highly motivated to provide the best possible, quality fresh food, prepared from scratch to the residents at the Seckford Almshouses.

#### **Benefits Include:**

- Membership of pension scheme;
- Lunch is provided to all staff;
- Free parking;
- School fees remission;
- Personal accident cover.

## **The Role**

- To successfully produce and deliver the highest possible standard of food to the residents at the Seckford Almshouses within pre-agreed budgetary targets.
- To work with the Sous and Head Chefs to develop the food offering at the Almshouses through the introduction of innovative and interesting dishes; being mindful that all new innovation must be to the benefit of the health and well-being of the residents and the promotion of a healthy well balanced lifestyle.
- To produce dishes with the most accurate cooking technique and minimum of wastage to ensure production remains within budget.

#### **Key Responsibilities**

##### ***Food***

- Be responsible for the production and operation of a Kitchen Section.
- Produce suggestions for use by the Head Chef for inclusion in a weekly menu cycle of varied and interesting dishes, which incorporate

seasonal produce and which are suitable for the residents to whom they are being served.

- Assist in keeping a record of all Kitchen Section production and (not plate) wastage.
- To produce as many dishes as possible from fresh ingredients, only using frozen or pre-prepared as a secondary back-up alternative rather than first choice option. The target of fresh produce to frozen/pre-prepared is 80%/20%.
- To take responsibility for the Kitchen Section you are working in, maintaining it efficiently and effectively and keeping in mind resident needs and requirements; working to exceed these wherever possible.
- Take part in the development and motivation of the team. Seek production efficiencies, budget awareness, Foundation standards and show commitment to simple modern, fresh cooking.
- Demonstrate a positive working style with an enthusiastic, committed and flexible attitude. Being part of and promoting the importance and benefits of effective team working.
- Complete and assist with the compliance to Health & Safety Policy within the team, championing 'best practice' and providing assistance and advice where required to less experienced members of the team.

#### ***Finance Management***

- Assist the Head Chef to ensure that food stock levels are kept to a minimum; when required complete requisition forms for stock replenishment and that all stock received is used before it goes out of date.
- Assist the Head Chef to ensure portions are accurate; when necessary recipes are followed and dish specifications are adhered to.



### ***Operational***

- Take part in pre and post service briefs before and after every service.
- Seek out your own section and be aware of the other Catering duties that are completed throughout the day, especially during service periods
- Ensure that your own section is kept spotlessly clean and then assist with all other areas to ensure that at all times the appropriate cleaning schedules are completed.
- Make written requests for items you require to produce dishes on your section to the Sous and Head Chefs. And once received, check that these items are correct in quantity and quality, prior to the commencement of production.

### ***Other***

- Any reasonable request made by your line manager.
- Attend external meetings or training courses as required.

### **General Responsibilities**

#### ***Health and safety***

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to the Foundation's Health and Safety Policy.

#### ***Vulnerable Adults statement***

The Foundation is committed to safeguarding and promoting the welfare of vulnerable adults. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the Foundation's Vulnerable Adults Protection Policy at all times.

#### ***Brand values***

You should ensure your work, communication and approach conforms to the brand values and house style of the Seckford Almshouses and the wider Seckford Foundation.

You should keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, available from the Almshouses Administrator.



## Person Specification

	<i>Essential</i>	<i>Preferred</i>
<i>Education and qualification</i>	<ul style="list-style-type: none"> <li>Relevant catering qualification.</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 Food Hygiene Certificate.</li> </ul>
<i>Specialist knowledge and skills</i>	<ul style="list-style-type: none"> <li>At least 1 – 2 years' experience of producing innovative, high quality menus to varied customer groups.</li> </ul>	
<i>Interpersonal and communications skills</i>	<ul style="list-style-type: none"> <li>Good level of verbal and written skills.</li> </ul>	
<i>Relevant experience</i>	<ul style="list-style-type: none"> <li>Experience of assisting with the management compliance to the Food Safety and Hygiene Regulations;</li> <li>Well-developed organisational and planning skills.</li> </ul>	
<i>Additional requirements</i>	<ul style="list-style-type: none"> <li>Ability to work flexibility throughout the year, including evenings and weekends;</li> <li>Customer focused and committed to customer satisfaction;</li> <li>Committed to safeguarding.</li> </ul>	



## BENEFIT STATEMENT: Chef

<b>Salary</b>	Actual salary £18,840 per annum
<b>Working Hours</b>	Averaging 39 hrs per week. <i>Seven day Rota, on a site that operates 365 days a year. Provisionally working every other weekend and some evenings essential. Likewise bank holidays, Christmas period etc.</i>
<b>Pension</b>	Automatic enrolment into the Foundation's pension scheme (subject to meeting certain eligibility criteria). You may contribute by direct deduction from your pay 3% or more of your gross pay. The Foundation will contribute 1.5% of your contribution up to a maximum of 7.5% of your gross pay.
<b>Sick Pay</b>	After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4 <sup>th</sup> and subsequent years of service.
<b>School Fees</b>	Woodbridge School fee remission may be available depending on individual circumstances.
<b>Holiday</b>	25 days plus 8 public holidays paid leave included in salary (pro rata for part time/term time posts).
<b>Training</b>	Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period.
<b>Personal Accident Insurance</b>	Personal accident insurance is provided for all employees.



## INFORMATION FOR CANDIDATES

In order to apply please complete the application form.

Application forms can be downloaded from the Foundation's website: [www.seckford-foundation.org.uk/vacancies](http://www.seckford-foundation.org.uk/vacancies)

Please apply, preferably by email, stating "Chef" in the title line to [hr@seckford-foundation.org.uk](mailto:hr@seckford-foundation.org.uk).

If you are unable to apply by email then please post your application, marking "Private and Confidential" to Human Resources at:

Woodbridge School  
Marryott House  
Burkitt Road Woodbridge  
Suffolk  
IP12 4JJ

Closing date:  
**9am on Monday 25 March 2019.**

*We reserve the right to appoint prior to the closing date for the right candidate; please therefore submit your application early to avoid disappointment.*

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the HR Department on 01394 615167.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

*The Seckford Foundaton is committed to safeguarding and promoting the welfare of vulnerable adults and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service.*