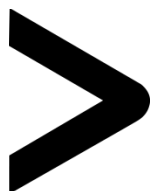


GROUNDWORK

CHANGING PLACES

CHANGING LIVES



JOB DESCRIPTION

JOB TITLE:	Café Chef
REPORTS TO:	Lead Chef
RESPONSIBLE FOR:	Managing the delivery of the catering service.
PRIORITY CONTACTS:	Lead Chef, Commercial Property Manager, Heritage Centre Operations Supervisor, The Land of Oak & Iron Heritage Centre customers, Groundwork Staff, partners and suppliers.
LOCATION:	Land of Oak and Iron Heritage Centre, Winlaton Mill, Gateshead
HOURS:	Minimum 35 hours across Monday to Sunday between the hours of 8:30am and 5:00pm. Occasional evening shifts for special events.

JOB SUMMARY

We are looking for a creative, passionate, and enthusiastic chef to join our kitchen team at the Land of Oak & Iron Heritage Centre. As part of the team, you will be responsible for delivering freshly made to order dishes while ensuring the highest standards of food hygiene, presentation, and customer care.

We are looking for someone with a real passion for preparing and cooking fresh, seasonal food using locally sourced ingredients, someone keen to experiment and innovate with menus, has excellent knife skills, can work well under pressure, and has hands on experience with a range of kitchen equipment. Strong communication skills, a proactive attitude, and the ability to lead and work as part of a team are essential.

You will take full responsibility for your shifts, including food preparation and daily baking, supporting with menu planning, stock control, ordering, and maintaining accurate records for food safety and allergen management. This is a hands on role where you will play a key part in ensuring the smooth day to day running of the kitchen.

If you thrive in the buzz of a busy kitchen and enjoy delivering high quality food and service, we'd love to hear from you.

Our café is open 9am–4pm, Monday–Sunday, with only occasional evening events, offering an excellent work/life balance for a catering role.

KEY TASKS

Operational Management

- Assist the Lead Chef in managing the kitchen's operations, ensuring:
 - High-quality food production using fresh, seasonal, and local ingredients.
 - High standards with regards to catering equipment, facilities, and cleanliness.
 - Food waste is minimised, with attention to sustainability and cost efficiency.
- Working with the Lead Chef to maintain the day to day running of the kitchen, ensuring smooth service and timely preparation.
- Communicate anticipated issues promptly to the management team to minimise service disruption.
- Work with the management team to ensure catering requirements for bookings, events, and occasional evening offers are met.

Food Hygiene & Safety

- Ensure catering operations meet and exceed food hygiene, allergen management, and health & safety guidance at all times.
- Maintain accurate records of cleaning, allergen information, HACCP, and health and safety checks.
- Oversee cleaning schedules and maintain daily, weekly, and monthly checks.

Menu & Food Preparation

- Assist the Lead chef in planning and developing menus (breakfasts, lunches, cakes, seasonal specials, and children's meals) to meet customer needs and maintain quality standards.
- Prepare and cook food to order, ensuring consistency, presentation, and speed of service.
- Cater for seasonal offers, events, and occasional evening functions as required.

Stock & Budget Management

- Monitor and order stock as necessary through liaison with local suppliers with support of the Lead Chef.
- Support supplier relationships, ensuring orders are managed within agreed budgets and stock levels maintained efficiently with support from the Lead Chef.

Team Leadership

- Deputise the Lead Chef in supervising catering staff, placements, volunteers, and temporary staff, providing direction and support as needed.

Customer Care

- Ensure high levels of customer care are maintained at all times.
- Respond promptly to customer feedback and adapt where appropriate to improve service.

Additional responsibilities

- Comply with all organisational policy and procedures in all employment practices.
- A commitment to maintaining continuous professional development.
- Apply a positive, flexible and proactive approach to role.
- Ability to work flexible hours including weekend and evening working.
- Ability to travel between sites.
- Any other duties commensurate with the level of the post