

GROUNDWORK

CHANGING PLACES

CHANGING LIVES



PERSON SPECIFICATION

JOB TITLE: Lead Chef

Factor	Criteria No	Criteria	Ranking	Criteria to be tested by...(tick as appropriate)					
			(Essential/ Desirable)	Application Form	Interview	Presentation	Practical Exercise	Work Simulated Test	Certificate
Education & Qualifications	1	Basic level of maths and English (or equivalent experience) to manage stock, complete documentation, and communicate effectively with staff, suppliers and customers	E	*					
	2	Level 3 Food Hygiene Certificate	E	*					
Experience	1	Experience working in a café, restaurant, catering, or similar professional kitchen environment	E	*	*				
	2	Experience or clear capability in kitchen budgeting, menu costing, or supplier negotiation	E	*	*				
	3	Experience of preparing and cooking a wide variety of fresh dishes to a high standard	E	*	*				
	4	Comfortable using or developing kitchen rotas, cleaning schedules, and ordering systems	D	*	*				

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	5	Experience and understanding of using an EPOS system/sales system	D	*	*				
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Knowledge	1	Strong understanding of food hygiene, allergen management, and kitchen compliance (including HACCP and record-keeping)	E	*	*				
	2	Knowledge of dietary requirements, allergens, and ability to adapt menus accordingly	E	*	*				
	3	Interest in sustainable food practices and local sourcing		*	*				
	4	Proactive approach to stock control and maintaining quality while staying within budget	E	*	*				
	5	Able to confidently design, plan, and prepare fresh, seasonal, and event-based menus that balance creativity, customer appeal, and operational practicality.	E	*	*				

Personal Skills	1	Excellent organisation skills	E	*	*				
	2	Able to work under pressure in a busy kitchen environment	E	*	*				
	3	Strong communication and interpersonal skills	E	*	*				
	4	Pleasant disposition and positive can-do attitude	E	*	*				
	5	Ability to work independently, manage time effectively, and prioritise tasks	E	*	*				

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	6	Ability to work as part of a team	E	*	*				
	7	Creative and passionate about food, with a focus on quality and presentation	E	*	*				

Additional Requirements	1	Flexible approach to working hours with ability to work early mornings, weekends and evenings as a feature of the role	E		*				
	2	Willingness to support occasional evening events with advance notice	E		*				
	3	A commitment to Equal Opportunities and Diversity in all work practices	E	*	*				
	4	An appreciation and commitment to Health and Safety in the workplace	E	*	*				