**LEAD CHEF – ESKDALE CENTRE**

**The Outward Bound Trust – Eskdale Green, Cumbria**

**Salary:** £27,062 – £29,125, plus benefits

**Hours of work:** 40 hours per week

**Reporting to:** Head of Hospitality

**Contract:** Permanent (subject to successful 3 month probation)

**The Outward Bound Trust – Eskdale Centre**

We’re an educational charity that helps young people defy their limitations, so they become strong, resilient and curious, ready for the challenges of life. Using learning and adventures in the wild, we partner with schools, colleges, employers, and youth groups to teach their young people the most important lesson they could ever learn: to believe in themselves.

Our Eskdale Centre is based in the Western Lake District and is one of six OBT residential Centres across the UK. Eskdale can accommodate 104 young people and works predominantly with Apprentices and Graduates making their first steps into employment. The Centre is ideally located to access high quality adventurous education in the ‘wild environments’ of the Lake District National Park.

**Purpose of the Job**

The Lead Chef is a hands-on role, reporting to the Head of Hospitality (HoH) and is responsible for providing a day to day catering provision plus leadership and management in all aspects of the catering department, which includes:

* Providing a quality, safe and sustainable catering provision.
* Provision of catering for 104 students plus visiting staff, on residential outdoor education courses; being, breakfast, packed lunches, evening meals and expedition rations.
* Supporting wider catering provision such as hosted visitors and client meetings.
* Ensuring all food related legislation is followed and allergy/dietary needs are managed.
* Financial control of food budgets and menu planning.
* Leading, managing, and supervising the centre’s catering team of chefs and support staff.
* Being a proactive member of the hospitality team
* Providing technical knowledge and guidance to the Centre Leadership Team.

**What will you be doing?**

**Food provision**

* Ensure all catering staff are aware of and follow Outward Bound policies and procedures.
* Effective menu planning - maximising usage, minimising wastage whilst using seasonal and local produce where possible
* Order, purchase and stock control of all food and beverages
* Ensure dishes are prepared to standard recipes in order to ensure consistency, food cost and customer satisfaction
* Maintain high standards of presentation and display at all times

**Health and Safety, Food Hygiene, and Allergies/Dietary Requirements**

* Oversee all aspects of Health and Safety, and work with the HoH to ensure compliance
* Ensure the maintenance of a high standard of personal and food hygiene as required by the OBT Food Safety Policy and Food Safety Act 1990
* Carry out record keeping as necessary to ensure compliance with Food Safety regulations
* Deal with suppliers and deliveries and ensure the correct storage of commodities
* Complete all associated training as required
* Ensure OBT medical and allergy policy is adhered to
* Promote and ensure any allergen/special dietary needs and requirements for customers are communicated effectively

**Customer Care**

* Provide a high standard of customer care so that the impact of our courses is enhanced by your actions.
* Assist customers with queries in a professional courteous and friendly manner so that customer care standards are exceeded
* Ensure you have a full understanding of any customer special dietary requirements and needs
* Be the friendly face of the OBT catering provision.

**Finance**

* Ensure accounts conform to OBT prescribed budgets
* Provide accurate budgetary information to the accounts team
* Continually assess catering procedures and products to identify potential savings
* Work with the Centre Leadership Team members in providing future budgetary forecasts

**Leadership**

* Lead, manage and inspire the catering team.
* Be a great communicator and instil an approach of collaborative working.
* Be capable of interpreting current operational plans and implementing within department.
* Be proactive in working with other departments within the Centre in creating a safe, quality and sustainable residential experience.
* Work towards achieving The Trust’s environmental objectives
* Work towards achieving The Trust’s strategic plan.

**Person Specification**

You must be able to demonstrate experience of working effectively in a small team with minimal supervision and have previous experience in dealing directly with customers, and be able to demonstrate excellent customer care skills, solve problems and show proactive behaviour.

Essential and desirable: knowledge, skills, experience and personal attributes are set out below:

**Knowledge, skills, and experience**

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| --- | --- |
| Practical production of high quality, home-made food using fresh, local / regional and seasonal ingredients | Essential |
| Have previous Chef experience | Essential |
| Full working knowledge of dietary and allergy requirements | Essential |
| Intermediate Food Hygiene Certificate or equivalent | Essential |
| Full working knowledge of Health & Safety / Food Safety regulations, procedures and working practices (COSSH, Risk Assessment, Manual Handling, Accident Reporting, etc) | Essential |
| Responsibility for, and management of, food safety and general health and safety monitoring, auditing and compliance | Essential |
| Interpretation of (financial) data to assist planning, assess performance and guide decision making | Essential |
| Menu planning and development | Essential |
| Taken responsibility for stock control systems, cost control and margin enhancement procedures | Essential |
| Rota planning & labour control | Essential |
| Use of computer based systems for stocktaking, invoice processing, menu costing, etc | Essential |
| Able to delegate and manage achievement of tasks through others | Essential |
| Kitchen management experience with line management and formal team development and training responsibility | Essential |
| Current First Aid Certificate | Essential |
| Worked within similar or greater turnover / volume establishments | Desirable |
| Food preparation & cooking qualification | Desirable |

**Personal Attributes**

|  |  |
| --- | --- |
| Be passionate about food | Essential |
| Care for and believe in the value of developing young people | Essential |
| To be smart at all times and have a high level of personal hygiene | Essential |
| Be customer focused, polite and courteous | Essential |
| Be dependable and flexible with a willingness to help and take process authority | Essential |
| Be reliable and have good timekeeping | Essential |
| Demonstrate professionalism and contribute to a positive work environment. | Essential |
| Have excellent attention to detail | Essential |
| Have an approachable mindset when working with others. | Essential |

Above all, you are friendly and approachable and want to work for a young person charity bringing your experience, knowledge, and skills to the team.

The post holder will also be required to undertake a Disclosure and Barring Service (DBS) check, which Outward Bound will administer.

**Salary and Benefits**

Salary: £27,062 – £29,125, plus benefits

Benefits:

* Annual Leave of 24 days increasing by one day each year to a maximum of 30 days, plus bank holidays
* Life Assurance: 3 x salary, covered from start date; includes Employee Assistance helpline.
* 8 weeks’ sick pay at full salary in any 12 months
* Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months’ absence for up to 5 years, covered from start date
* Personal Accident Insurance while at work or commuting
* Employee assistance programme Unum: In the form of an app, with easy access to medical and mental health support. Ranging from instant GPs appointments to physio or counselling services.
* Health Cash Plan with Medicash: a taxable benefit
* Pension Scheme (currently Standard Life): Auto-enrolment of all staff after 3 months service.
* Berghaus uniform items provided. Also, opportunity to purchase Berghaus products at discount
* Discounted course fees for family members to attend Outward Bound Trust courses (after 12 months service)
* Cycle to Work scheme.

**Probation Period**

There is a 3-month probationary period from the employee’s start date.

**How to Apply**

To apply for this job please send a covering letter, explaining your fit to the job description and the person specification, together with an up to date CV, by 09.00, Monday, 25 November to Jay Lombard: workforus@outwardbound.org.uk

If you have any queries regarding the role or the recruitment process, please contact Jay Lombard, Head of Hospitality by email to book a time for an informal chat [jay.lombard@outwardbound.org.uk](mailto:jay.lombard@outwardbound.org.uk)

We will be reviewing applications periodically as they are received and may conduct interviews before the closing date. We reserve the right to close the recruitment process early where suitable candidates are identified and encourage an early application.