



# Lead Chef

## Job Description

<b>Job</b>	<b>Lead Chef</b>
<b>Salary</b>	£21,500 per annum
<b>Duration</b>	Full-time, 36 hours per week, permanent
<b>Reports to</b>	Food & Beverage Manager
<b>Line Manages</b>	Kitchen staff

## Job summary

The Common Room is opening in July 2021 as a grade II\* listed venue with an on-site public café bar, 5 Quarter. We are looking for a hands-on and proactive lead chef to deliver The Common Room's in house catering offer including the food on sale in the 5 Quarter Café Bar and catering for meals and refreshments in The Common Room's room hire and meetings business.

You will work with the Food & Beverage Manager to provide an integrated high quality and profitable catering service to the building's users. The profits from which support our charitable mission.

You will need to work closely with our outsourced catering partner, Jacob & Tori as well as a range of food and beverage suppliers.

We recognise that organisations that are diverse and inclusive perform better than less diverse organisations, so we are working hard to ensure that The Common Room has this balance on our team and Board to represent our region and steer our future strategy. We would positively encourage applications from underrepresented groups including BAME applicants, LGBTQ+ applicants and disabled applicants.

## Responsibilities include

- To support the Food & Beverage Manager with the menu choices for the Café Bar and the meetings and events offering.
- Complete orders for the kitchen, working to a budget and ensuring food waste is kept to a minimum.
- Complete and maintain a rota for the kitchen, ensuring there is always sufficient staffing levels.

The Common Room of the Great North Ltd, Neville Hall, Westgate Rd, Newcastle upon Tyne NE1 1SE

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Charity no: 1175946 Company no: 10609517 VAT Registration number: 264569274



- Ensure all products are correctly stored and labelled with the relevant dates and allergens.
- Keep on top of all compliance activities.
- Complete a monthly stock take, investigate any large variances.
- Maintain equipment and kitchen areas to a high standard and ensure all Food Hygiene regulations are adhered to.
- To support the external catering team if required

### Person Specification

#### Essential skills, knowledge and experience

Qualifications/Training	A relevant qualification in food preparation. Relevant qualifications in food hygiene, allergies and other compliance related areas.
Experience	A minimum of 3 years' experience in a senior kitchen role
Communication and customer service skills	Experience in effective communication and excellent customer service
Organisational skills	Extremely well organised, with great attention to detail, and an ability to coordinate, timetable and balance a broad range of priorities and projects
Line management	Experience of managing staff within a kitchen environment
Financial management	Experience of working within and monitoring budgets
IT skills	Proficient in the use of IT equipment and Microsoft office programmes
Personal Attributes	A commitment to the future of the North East of England

### Appointment and Application Details and Timetable

Advertising 11<sup>th</sup> June to 18<sup>th</sup> June 2021.

Shortlisting by 21<sup>st</sup> June 2021.

Panel interviews 23<sup>rd</sup> June 2021.

Please send CV and letter of motivation to Anne Bartle

[anne.bartle@thecommonroom.org.uk](mailto:anne.bartle@thecommonroom.org.uk) by close of business on 18<sup>th</sup> June 2021.

Please ensure this indicates the earliest date you would be available to start work if appointed. Please note CVs without a letter will not be considered.

Please provide the names and contact details (email and phone) for two referees, one of which will be a recent or current employer. We will not contact your referees without your permission.

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