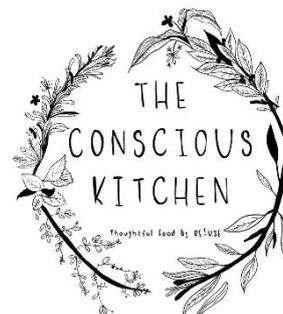


## Role Description: Head Chef

REfUSE CIC is looking to appoint an energetic, creative, well-organised chef to work in our established anti-food waste project, using surplus ingredients to cater a range of events and run our successful bistro nights. Enjoying problem solving, excellent interpersonal skills and the ability to respond flexibly to the demands of a busy, fast changing and diverse organisation are crucial to the role.



Based around a “Pay As You Feel” café in Chester le Street, REfUSE is a not-for-profit social enterprise which intercepts food that would otherwise go to waste. Our vision is to reveal the true value of things, places and people that are unjustly wasted or overlooked. We intercept food before it becomes waste and turn it into healthy, accessible meals, served on a ‘Pay As You Feel’ basis. Along with a force of other organisations, activists and campaigners, we’ve raised awareness of the injustice of food waste at every level, from households and families to big businesses, supermarket directors and government decision makers.

Alongside our café, which opened in April 2018 and is open 5 days a week, REfUSE provides external and internal catering, under the brand ‘Conscious Kitchen’. The aims of this brand are to raise awareness and education about food waste, showing the quality of food that has been wrongly deemed as “waste”; to give opportunities for people who have barriers to employment to work at the Living Wage, giving a valuable bridge back into work; and to raise funds for our community work at the café.

Renovation works will soon be finished on our large kitchen and storage spaces so, initially, the role will also include setting up processes and policies for the kitchen’s running as well as supporting and training our regular cafe volunteers to work in a professional setting. With our improved premises and growing catering brand, Conscious Kitchen, this is an exciting time to join a vibrant organisation and contribute to making a positive difference in our county.

We are considering job shares.

### Key Information

- Deadline for all applications is **Saturday 3rd April 2021 at midnight** – applications received after this date will not be considered.
- Please see the application process below, applications which do not provide the required documents will not be considered.
- Interviews will take place on the **6th and 7th April 2021**
- We will endeavour to contact all applicants as soon as possible to inform them of the status of their application.
- We are aiming for the role to commence on **26th April 2021** but start dates will be discussed at interview.
- If you require any further information, please contact [info@refusedurham.org.uk](mailto:info@refusedurham.org.uk)

### Job role

The chef’s responsibilities will include designing recipes for internal and external events, and preparing high-quality dishes to a tight time frame. You will have to coordinate an ever-changing team of kitchen staff and volunteers and delegate tasks to ensure meals are prepared in a timely and safe manner.

Dishes will be created from entirely surplus ingredients. You will often only have 24 hours’ notice of available ingredients so this role requires a high level of creativity. In order to raise awareness of the extent and absurdity of food waste, we are looking for someone who can produce excellent quality, nutritious food and present it to a high restaurant standard.

The role will include overseeing the kitchen at our regular in-house events such as our bistro nights and supper clubs, as well as Conscious Kitchen catered events including weddings, corporate lunches and parties. You'll work with our events team to deliver high quality, ethical, bespoke events catering.

Because we are unsure as to when our catering will return to normal levels, your initial months particularly will include work within the cafe where the kitchen is run by volunteers. Your role there will include training volunteers how to use a commercial kitchen and supporting our busy Saturday food team.

#### **Main duties**

- Develop recipes using only surplus ingredients.
- Plan menus and ensure uniform service and high-quality presentation of meals.
- Inspect supplies, equipment, and work areas for cleanliness and functionality.
- Develop and implement best practices within the kitchen, train volunteers to use catering equipment and work to a high standard in a busy kitchen.
- Coordinate and supervise a team of often unskilled volunteers in the kitchen.
- Delegate tasks to a diverse group of volunteers.
- Evaluate the quality of the food and food service being delivered and, if necessary, support volunteers to improve this - including support with menu planning when needed.
- Lead food safety and hygiene for the café and catering. This includes ensuring all legislation and best practice is followed; accurate up-to-date records are kept; and maintaining the kitchen and store room to an exceptional standard of cleanliness.
- Be ready to be flexible and innovative on catering events while lockdown persists and the market is unknown, i.e. thinking of and implementing alternative catering ideas such as delivered afternoon teas, recipe boxes, 'party at home' packs etc.

**Responsible to:** General Manager

**Responsible for:** Volunteers working in the kitchen

#### **Person Specification**

##### **Essential:**

- A flair and enthusiasm for cooking with fresh, quality and unusual ingredients.
- Experience of working in a commercial kitchen.
- Creative approach to cooking and rapid problem-solving.
- Interest in, and awareness of, food waste in a commercial setting.
- Ability to work under pressure in a calm and efficient manner, and to meet deadlines.
- Good interpersonal skills and ability to communicate effectively with customers, staff and volunteers from a range of demographics.
- A positive approach to menu planning.
- Experience of, and enthusiasm for, preparing foods to suit a diverse range of tastes, cultures and dietary requirements.
- IT skills to a basic level. Familiar with spreadsheets and social media.
- Experience of managing a team.
- Level 3 Food Safety and Hygiene.

##### **Desirable:**

- Experience of working with volunteers.
- Experience of demonstrating good management and effective coordination of a kitchen team.
- Experience of running a kitchen pass/front of house service.
- Experience of catering external events in various settings.
- Experience of stock taking.
- Experience of managing a kitchen budget and stock control.

### **Pay and Benefits**

- 15-30 hours per week - we are happy to consider job shares for this role.
- £10-£13/hr (£19,500 - £25,350 pro rata), depending on experience.
- Employment term: 12 months, including an initial probationary period of 6 months.
- Loads of free food and fun!

### **Terms and conditions**

The rate of pay offered is £10-14 per hour, dependent on experience, for work undertaken as indicated in this job description. The post holder is expected to provide reasonable notice to REFUSE CIC if they are unavailable to work. Please note that a Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate will be required for the post, but that a clean DBS certificate is not essential for the role - we will consider applicants with a criminal record on a case-by-case basis.

### **Application Process**

If you are interested in applying, please send the following:

- Covering Letter describing your experience of the main duties and how you meet the person specification above (1 page maximum)
- An up-to-date CV (2 pages maximum)
- Contact details for 2 referees
- Up to 5 images of dishes you have created (optional)

Please either attach the above to an email and send it to [info@refusedurham.org.uk](mailto:info@refusedurham.org.uk) with an email subject of **"Your Name + Head Chef"**.