

Bishops House Job Description: Kitchen Chef/Cook

Job Title: Kitchen Chef/Cook

Reporting to: Assistant Warden

Job Purpose: To work as part of the Bishop's House team in providing good wholesome home-cooked food and maintaining a high level of hygiene standards to the benefit of guests and fellow team members.

Brief Outline of the Job: The Kitchen Chef is responsible for the day-to-day running of our kitchen, and for producing meals for up to 30 people twice a day. Our lunch and dinner are a 'table d'hôte' (no menu choices); meals are served to each other by guests, 'house style', around three tables.

Line-managed by the Assistant Warden, you will play a very important part in our guests' experience of Iona, and your contribution will assist in the good and efficient running of the retreat centre at Bishop's House, Iona. As part of a small staff/volunteer team, you will be expected to work flexibly and, at times, to work unsocial hours. You will help train new volunteers/team members in basic meal preparation and food hygiene. A warm and welcoming attitude to guests is essential as is the ability to inspire a similar attitude in all those on the team.

Staff Responsibilities: From time to time, you will be responsible for supervising other team members when food preparation and other kitchen tasks are delegated. Everyone on the team is responsible for working together to create a positive, inclusive and effective working and living environment for all staff/volunteers.

Experience and Qualifications:

1. You must have at least one year's experience in a professional kitchen
2. Ideally have a qualification in professional cookery/health & safety/food safety. (Min: Level 1 in Food Safety.)

Responsibilities:

1. Ensure that adequate quantities of hot and cold meals for guests and staff are prepared in accordance with meal times set by the House. (Flexibility will be required to accommodate guest needs.)
2. Fulfil specific dietary requirements for guests and staff with medical dietary requirements.
3. Train volunteers/staff members, as necessary, in basic kitchen hygiene and food preparation and effectively allocate any staff/volunteers working in the kitchen to required tasks.
4. Ensure high standards of hygiene and cleanliness are maintained; carry out daily, weekly, monthly etc. cleaning tasks and monitor the standards of hygiene.
5. Keep accurate and regular records, as required by legislation and Bishop's House working practices.
6. Ensure a healthy and safe environment for guests and staff, and comply with food safety policy and any other relevant legislation (eg COSHH, manual handling).
7. Ensure kitchen equipment is used safely and kept in good order. Promptly report to the Warden or Assistant Warden any equipment failings.
8. Monitor and control the use of consumables, ordering stock and keeping within agreed budgets.
9. Oversee putting away and storage of deliveries, utilising good hygiene and storage practices, and ensuring House rules regarding kitchen and food storage areas are maintained.
10. Work with the Warden/Assistant Warden to create menus which, wherever possible, factor in the 'ethical' dimension (eg fresh food, fair-trade, minimum food miles, efficient use of couriers).
11. Be on hand to welcome and assist guests, as and when needed.
12. Provide first aid assistance to staff and guests as and when necessary, if (and only if) qualified to do so.
13. Respect the ethos of the House and comfort of guests and other staff members, at all times.

14. With the support of the Assistant Warden, undertake all aspects of kitchen management and carry out any other duties that may reasonably be asked of you.