Role Profile

Job Title	**:**	**Chef / Cook (sickness cover, initial 12 month contract)**
Department	**:**	**Catering**
Band	**:**	**Operations**

Main purpose of the role:

The Catering team are responsible for the provision of a healthy, sustainable, and efficient food & beverage service across the 2 main Aardman sites – representing excellent value for money.

We're seeking a talented Chef / Cook to oversee the food production and kitchen activities providing healthy, nutritious, and delicious food for staff, visitors, and clients. Menus are on a 4-week rotation incorporating a variety of dishes and cuisines from humble jacket potatoes and hearty soups to familiar classics and international foods. Broad knowledge and varied experience are required to deliver comforting home cooking to high standards.

In addition, they will inspire and work closely with the other catering team members to co-ordinate all catering activities and seek direction from the Catering Manager to meet the requirements and obligations of the catering function for Aardman.

Duties & Responsibilities:

- To oversee the preparation and cooking of all menu items ensuring adherence to dish specification and delivered to meet set deadlines throughout the day.
- To ensure the kitchen team are able to fulfil their requirements, assisting where necessary.
- Maintain and encourage a friendly, collaborative and cooperative working environment.
- Ensure full compliance with Food safety management, HACCP and allergy labelling legislation.
- Liaise with the front of house role at all times to maintain the smooth coordination of service delivery.
- To provide nutritionally balanced, healthy, and interesting food to bring comfort and familiarity as well as excitement and innovation to the customer.
- To provide additional hospitality (buffets etc) needs where required.
- To promote and provide a high level of customer service at all times.
- To ensure the security of the kitchen and canteen areas (including takings and stock).
- To carry out stock control and assist with ordering of foodstuffs and catering consumables.
- To assist with deliveries – including the transfer of goods to storage and stock rotation.
- Reduce, and aim to eliminate wastage at every opportunity.
- To ensure food is stored accordingly, both hygienically and at the correct temperature.
- To ensure the kitchen and canteen areas are kept clean and tidy and fully compliant.
- To assist with the provision of hot and cold beverages.
- To assist the Catering Manager in liaising with external bodies (e.g., EHO).
- To ensure that catering equipment is properly maintained by either carrying out simple

repairs or liaising with 3rd party maintenance.
- To ensure that the catering function provides value for money.
- To assist with the day-to-day administration for the catering function (including dealing with invoices, recharges, non-cash etc.).

Person Specification:

Requirements:

- A minimum of 5 years' experience cooking in a medium size catering / hospitality function.
- High level of understanding of the implementation and management of Health and Safety and Food Hygiene regulations within a catering function.
- Excellent communication / interpersonal skills, essential in dealing with kitchen team members, customers and other departments, clients, visitors, and suppliers.
- Resilient under pressure.
- Patient & Open minded.

Responsible to: Catering Manager
