

Job Description

Date:	February 2019
Job title:	Beckenham Place Mansion - Cafe / In-House Events Chef (part time in first instance)
Reporting to:	Catering Manager
Line Managing	FOH/kitchen staff
Salary	£23-£26k pro rata based on 45 hour week. Currently this is a part time role, expected to b 24 to 32 hours per week. It is likely to increase to full time by summer 2019. Flexible workings hours, Monday-Sunday, daytime and evenings, some bank holidays.
Holidays	Pro rata based on 28 days per annum FTE
Start Date	Feb-Mar 2019

Objective:	<p>Copeland Enterprises Ltd is the food and beverage arm of Copeland, a curator of vibrant community and creativity-focussed activity and work destinations. We currently have two sites that offer food and drink. You will be responsible for the food output at Beckenham Place Mansion Cafe, as well as occasional private events within the Mansion.</p> <p>Working with the Catering and Cafe Managers, you will develop and deliver all the day to day requirements of our busy, predominantly takeaway, dog-friendly cafe, striving to deliver superlative seasonal and affordable food and drink for a wide range of visitors, as well as resident artists, educators, wellbeing studio, record shop and staff.</p> <p>Working with a small team, you will typically be working on site, usually within the hours of 8.30am to 4 or 5pm, three or four days per week including some weekend days, and occasional evenings and bank holidays. You will be menu planning, preparing, cooking, baking cakes, and at the weekend, serving hot and cold breakfasts and lunches, as well as ensuring high food safety standards are met at all times so that the cafe is compliant with appropriate legislation and best practice guidelines. You will also be responsible for placing accurate and timely stock orders and will liaise closely with the Catering and Cafe Managers regarding supplies, menus and costs, striving to minimise stock wastage.</p>
Key Responsibilities:	As cafe chef you'll be responsible for all food production, ensuring all cafe staff are clearly briefed on the menu, menu-planning with the Catering Manager, preparing, cooking, baking cakes, and at the weekend, serving hot and cold breakfasts and lunches in a timely

	<p>manner. You will be responsible for checking appropriate utensils are used and making sure that high food quality and safety standards are met at all times so that the cafe is fully compliant with appropriate legislation and best practice guidelines. You will also be placing accurate and timely stock orders, liaising closely with the Catering and Cafe Managers regarding supplies and costs, and striving to minimise stock wastage. Finally, you will be asked (but not obliged) to cater for occasional events within the mansion. As the mansion and cafe become increasingly popular and demand increases, there will be scope for increasing your hours and/or bringing in a sous, pastry or trainee chef to work with you.</p>
<p>Individuals you will be working with</p>	<p>Mostly with the Catering Manager, Cafe Manager, cafe FOH team, but to some extent the Mansion staff and supervisors and occasionally with Accounts, Events and other staff at Copeland HQ in Peckham.</p>
<p>Person specification and Key Skills:</p>	<p>Level 3 Food Hygiene/Supervision, NVQ Levels 1-3, or similar recognised culinary qualifications preferable but not essential if applicant has at least 3 years' experience working as a chef in professional kitchens. Applicant will be self-motivated, reliable, energetic, passionate, organised, creative, approachable, a clear communicator and team player with a vision for delivering great food in keeping with our diverse customer needs.</p>