

Job Description

Date:	April 2019
Job title:	Beckenham Place Mansion - Cafe / In-House Events Chef (weekends and part time in first instance)
Reporting to:	Catering Manager
Line Managing	Kitchen staff as required
Salary	£8.50-£9.50 per hour. Currently this is a part time role, expected to involve 1 or 2 days a week. It is likely to increase to include more days in summer 2019. Flexible working hours, Friday, Saturday and /or Sunday, ideally.
Holidays	Pro rata based on 28 days per annum FTE
Start Date	April 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 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 help 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, 1 or 2 days per week including some weekend days, and occasional evenings and bank holidays. You will be preparing, cooking, baking cakes if possible, and at the weekend, serving simple 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 an additional 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 2 Food Hygiene/Supervision, NVQ Levels 1-3, or similar recognised culinary qualifications preferable but not essential if applicant has at least 2 years' experience working as a chef in professional kitchens. Applicant will be self-motivated, reliable, flexible, energetic, organised, honest, a clear communicator and team player with a vision for delivering great food in keeping with our diverse customer needs.</p>