

JOB DESCRIPTION

Job Title:	Deli Chef
Date Reviewed:	January 2023
Reports to:	Head of Retail and Catering, Head Chef
Principally Relates to	Head Chef, Head of Retail and Catering, Director of Operations, Facilities Manager, Head of Visitor Services, Visitor Services Team, Visitors

Purpose of the Role

To contribute to the success of the catering offer at Eureka! Science + Discovery. To work as part of a team to ensure that food services are delivered consistently to the required content/presentation standards

Main Areas of Responsibility

General

- Undertake all tasks as trained and directed by the Head Chef to establish excellence in the content and delivery of food services across Eureka! Science + Discovery
- Support the Head Chef to work with external organisations to gain recognition for the high standards we work towards
- Assisting with the preparation of meal ingredients, which includes washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat
- Assisting with the unloading, organisation and correct storage of delivered food supplies
- Cooking menu items using various kitchen gadgets and cooking methods on time
- Checking food items are always fresh before it's given to the wait staff to serve to customers
- Maintaining a clean kitchen station and work area and making sure the utensils and kitchen equipment are left clean and sanitised after use
- Working with other kitchen staff to ensure consistent and high-quality food service
- Resolving issues related to food orders or customer complaints efficiently
- Having knowledge about the daily menu and accommodating dietary requests
- Arranging, garnishing, and plating dishes to a high standard
- Keeping an inventory of stock in the pantry and ordering supplies when necessary
- Contribute to the planning and costing of menus
- Maintaining high standards in relation to food safety regulations and processes

Security

- Ensure all aspects of security, fire and emergency procedures are adhered to
- Become proficient on the buildings emergency procedures
- Complete relevant documents relating to daily check sheets
- Ensure deliveries are completed safely, cross checking delivery notes to ensure they are accurately reporting to the Head of Retail and Catering.
- Regularly conduct stock audits reporting any discrepancies to head of catering.

Cleaning

- Establish a programme of preventive maintenance for all machinery

- Establish a system of check sheets ensuring the kitchen and other catering areas follow a cleaning schedule
- Ensure that high standards of health and safety and food hygiene are met.
- Establish opening and closing procedures which ensure the café is properly opened up and washed down at the end of each day.

Health and Safety

- Ensure the food safety manual and allergy advice is kept up to date
- Ensure all food is safely prepared and stored to prevent cross-contamination
- Lead on the provision of a healthy and safe workplace for visitors, staff, contractors and yourself through effective reporting to the Facilities Manager or appropriate departmental manager.
- Ensure that all staff observe health, safety and hygiene procedures so that the risks to the health and safety of staff and visitors are minimized.
- Ensure that all areas are maintained in a safe and effective manner, conduct equipment checks on a regular basis and commission repairs and/or service checks as necessary.
- Ensure that deliveries are scheduled effectively, received and stored in accordance with health and safety requirements.
- Ensure that you are always wearing appropriate PPE, are professionally presented, with a clean uniform and comply with all relevant health and safety and hygiene guidelines at all times.

Requirements and skills

The minimum working week for the post is 20 hours. However, due to the nature of the work, actual working hours may exceed this total and will involve regular evening and weekend work.

The job description is current as of February 2023 and should be reviewed annually. It outlines the main duties of the position and is designed for the benefit of both the post holder and the charity in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive.

Management has the right to vary the duties and responsibilities after consultation with you.

Signed:

Name:

Date:

Deli Chef Person Specification

Criteria	Essential	Desirable
Experience		
Commitment to providing great customer service	*	
2 years' experience working in a busy kitchen		*
Working in a visitor attraction		*
Experience of working with children, young people and the general public	*	
Experience working in a busy café/restaurant	*	
Knowledge		
Demonstrates good understanding of food hygiene legislation	*	
Knowledge of the food standards agency	*	
Cooking and preparing food	*	
Stock Management		*
Skills and Abilities		
Ability to work as part of a team	*	
Ability to work to unsupervised and to deadlines	*	
Good organisational ability	*	
Good IT Skills working with spreadsheets and stock control systems		*
Excellent communication skills	*	
Qualifications		
High level of numeracy and good written and verbal communication skills	*	
Minimum Level 2 food safety	*	
Other		
Commitment to the ideals and aims of Eureka! as an educational charity		*
Ability to work outside normal office hours as part of a seven-day Rota	*	
Flexible approach to work	*	
Knowledge of working for a charity		*