



Bournemouth Foodbank

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Registered Charity Number: 1143446



Job Description for:	The Garden Rooms Café Head Chef
Hours:	Full-time - 37.5 hours per week (Usually 8am to 4pm Monday-Friday inc. 30 mins unpaid break)
Location:	The Garden Rooms, 118 Haviland Road, Boscombe, BH7 6HW
Salary:	£27,300 Per Annum, Full-time (£14.00 per hour)

Role Overview:

Do you love working in hospitality but may be fed up with the unsocial hours? This is an exciting opportunity for a Head Chef to lead and take our Garden Rooms Café and Conferencing space to a whole new level.

You will take overall responsibility for the planning, preparation, and presentation of the food and drink offer, ensuring the kitchen runs in the most efficient and effective manner, delivering the consistently high standards expected by our customers, whilst being pro-active in improving turnover and ensuring profitability.

We are looking for a talented and creative Café Head Chef to run and oversee our kitchen operations and café. The Café Head Chef will be responsible for managing all aspects of food preparation, menu development, and kitchen and café supervision. The ideal candidate will possess strong leadership skills, a passion for culinary excellence, and a commitment to delivering outstanding food and customer service.

You will need to have a desire to serve the local community, creating a vibrant, integrated social and commercial space for everyone to enjoy and keep returning.

We are committed to serving freshly prepared dishes made from locally sourced ingredients as far as possible, providing our guests with an exceptional dining experience. As we continue to grow, we are seeking a dynamic and experienced Café Head Chef to lead our small team of volunteers and develop the menu offer.

KEY RESPONSIBILITIES OF THE JOB HOLDER:

- Lead and manage the café and kitchen team, including hiring, training, and scheduling volunteers and any other staff.
- Develop and execute innovative menu offerings that reflect seasonal ingredients and culinary trends.
- Ensure consistency, quality, and presentation of all dishes, adhering to established recipes and standards.
- Sourcing suppliers and managing food costs and inventory levels, optimising profitability while minimising waste.
- Maintain a safe and sanitary kitchen environment, adhering to food safety and sanitation guidelines.
- Collaborate and lead the Front-of-House staff to coordinate menu changes, special events, and guest feedback.

- Monitor kitchen equipment and supplies, coordinating maintenance and repairs as needed.
- Stay current with industry trends and developments, continuously seeking opportunities for improvement.
- Foster a positive and collaborative work environment, motivating and inspiring volunteers and any kitchen staff to excel.
- Be able to adapt to the fluctuations of demand each day and respond to customer needs.
- To work with the CEO to set a clear strategy for the development of the food and drink offer and to communicate this to staff and stakeholders.
- To set and maintain clear standards ensuring consistent delivery of a high quality food & drink service, hygiene, health & safety.
- Ensure ongoing management and development of menus along with accurate costings.
- Monitor and maintain food production records and allergy information.
- Ensure stock ordering is carried out in good time and operate a clear stock control process to minimise wastage.
- To coordinate the implementation of a supervision, training and appraisal system for volunteers.
- To lead the training and development of our Social Canteen students in partnership with local Charity SWRAC.
- To work with our Communications team to develop a Marketing Strategy for the Café.
- To maintain financial controls of catering supplies and resources.
- Attend meetings and lead on training sessions as required.
- Provide cover during holiday and sickness absences.
- Undertake any other duties reasonably requested by the CEO and Charity Management.

General

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time. The post holder must comply with and implement relevant health, safety, security and welfare processes as required by statutory or the charity procedures.

Qualifications:

- Proven experience as a Head Chef or Sous Chef in a high-volume café or restaurant environment.
- Culinary degree or equivalent certification preferred.
- Strong leadership and team management skills, with the ability to inspire and mentor kitchen staff.
- Creative flair and a passion for culinary innovation, with a focus on using fresh, locally sourced ingredients.
- Excellent organisational and time management abilities, with a keen attention to detail.
- Strong knowledge of food safety and sanitation standards, ensuring compliance with laws and regulations.
- Effective communication and interpersonal skills, with the ability to collaborate with diverse teams.
- Ability to thrive in a fast-paced environment and adapt to changing priorities.
- Commitment to upholding high standards of food quality, service, and professionalism.
- Flexibility to work very occasional evening or weekend events.

Benefits:

- Sociable hours
- Opportunity for professional development to train others
- Staff discount on food and beverages
- Positive and supportive work environment
- Contribute to the wellbeing of your community

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Demonstratable knowledge and understanding of Health & Safety and Food Hygiene requirements. • Developing affordable, creative, fresh food and menu options. • Proven experience of working in a fast-paced café or restaurant. • Experience of catering for meetings and other events. • Experience of leading, hiring, training and developing teams for kitchen and front of house. 	<ul style="list-style-type: none"> • Working or volunteering in community projects and/or Warm Spaces. • Experience of working in or in partnership with voluntary sector organisations. • Experience of food waste reduction methods/concepts. • Experience coordinating or managing Volunteer teams. • Developing and implementing policies or strategies with external stakeholders and partners. • First Aid at Work qualification.
Skills, Abilities and Personal Attributes	<ul style="list-style-type: none"> • Level 3 Food Hygiene certificate in Catering. • Nationally recognised catering or cooking qualification. • Able to communicate effectively and sensitively with people of all different backgrounds. • Proactive, organised and methodical, and able to manage competing priorities. • Able to produce verbal and written reports on time and to a high standard. • Demonstrable financial management skills. • Able to work on own initiative. 	<ul style="list-style-type: none"> • Experience of managing Health & Safety risk assessments, with associated action plans. • Level 3 Award in Education & Training or willingness to take the course.
Knowledge	<ul style="list-style-type: none"> • Health & Safety requirements for running a kitchen and café ensuring appropriate checks and records are in place. • Knowledge of the local area. 	<ul style="list-style-type: none"> • Good general knowledge of the hospitality sector. • Knowledge of local food providers.

If you believe you are suitable for this position despite lacking specific qualifications or relevant experience, we encourage you to apply. As an equal opportunities employer, we welcome applicants regardless of background, ethnicity, culture, belief, gender or disability. It is vital though that you can sign up to and support the mission and purpose and ethos of the Charity.

Bournemouth Foodbank is a charity founded on Christian principles. Some members of the team are Christians, many are not, but we all subscribe to the same values, mission and vision and expect that new team members will too.

I, _____, have read and understood the requirements attached to the role of Café Head Chef as set out in this document. I understand the nature of the role and the associated responsibilities and requirements. I believe that I am suitable for the position and agree to undertake the role with the understanding that this document will provide the benchmark by which my performance shall be evaluated bi-annually.

Print Name: _____

Sign Name: _____

Date: _____