



### **Central Park Greyhounds**

<b>Position:</b>	Chef/Cook
<b>Reporting to:</b>	Duty Manager
<b>Contract type:</b>	Full time, Permanent
<b>Hours of work:</b>	40 hours, 5 out of 7 days

#### **About the role:**

This is a multi-skilled role, managing the café facility during race meetings and leading the catering operation of Central Park Greyhound Stadium. You will be responsible directly for your site, you will organise and supervise all kitchens, cafe and catering operations across your site, menu planning and maintaining high food quality and complying with hygiene regulations. Controlling costs in general and maintaining good staff relations as well as maintaining all legal and company health, safety & HACCP standards.

You will be responsible for managing catering staff, Trainees, Kitchen Porters and casual & agency staff. The remit will encompass all food preparation across your site for both race days and non-race days.

This role will have a variable working week pattern to meet the needs of the business. Managing race days both on site, or remotely, EVH functions & events.

#### **Key responsibilities for the role will include:**

- Liaise closely with Duty/General Manager and Head of Group Purchasing, Food Safety, Nutrition and Environmental Manager regarding revenue budgets and cost targets and all food safety matters and provide explanations for deviancies when necessary.
- To purchase within agreed parameters, ensuring the budgeted food GP
- To oversee and maintain the Indicatcer catering platform, ensuring it is utilised fully, monitoring unit spends, finance reporting, stock takes, menu planning & allergens.
- To implement and adhere to the Company Food Safety Management System across all areas within remit and instructing both permanent and casual staff in the correct health and safety policies and procedures.
- To ensure all menu planning and specs set by head office are correctly replicated across all areas within remit.
- To collect and view the weeks function sheets for racing and non-racing to planning the kitchen's time and resources.
- Ordering of the food, chemical and disposable stock for multi outlets over site and receiving deliveries when required.
- Managing preparation and cooking of food and the execution of service.



- Supervising the cleaning down of the kitchens and food outlets by catering staff.
- Ensure all EHO food safety and production requirements are met and maintained to current standards. To collate all HACCP documentation from all units within remit and to ensure correctly followed, documented & stored. To ensure temperature controls are monitored, recorded & checked.
- Ensure quality control at all times throughout production process from raw material to ready plated end product.
- Control portion size and waste factors at all times, directly influencing GP.
- To assist in clients special requirements when required and practicable.
- Maintain good communication between Kitchen and other departments.
- To liaise with Local Authority Inspectors and enforcement officials as required.
- Allocate daily workload appropriately to catering staff, maintaining effectiveness and operational control.
- Future nutrition law changes & allergen changes, getting the company ready for change. Ensuring allergen information is displayed correctly.
- Ensure correct use of PPE.
- Adhere to safe COSHH working systems.

#### **Key Performance Indicators:**

- Managing Site Spend limits
- Driving Food Spend per head across the site.
- Controlling set Food Margins
- Collation of all HACCP documentation from catering outlets within remit and to ensure correctly followed, documented & stored appropriately.
- All EHO food safety and production requirements are met and maintained to current standards.
- Temperature controls are monitored, recorded & checked.
- Maintain service levels to the highest standard.
- Customer Experience

#### **Hours of Work:**

In line with contracted hours as determined by the needs of the business, however the business may require additional working hours covering evenings and weekends within any given week that will be managed by a process of time off in lieu as agreed with your line manager.

#### **Qualifications:**

- Level 3 Catering
- Level 3 HACCP preferred



- Allergens qualification
- First Aid (Desirable)

**Essential Skills & Experience:**

- Experience in a busy catering environment
- Strong understanding in HACCP, Nutrition & Allergens
- Good understanding of purchasing systems, technical packages & I.T.
- Strong leadership skills.
- Excellent communicator
- Passionate about the kitchen environment and about our product
- Works well under pressure. Organised systematic and process driven

**Other:**

To comply with all Health and Safety procedures associated with the department at all times.

This relates to:

- Standards and procedures of correct working practices
- The compliance of risk assessments
- COSHH regulations
- Use of Personal Protective Equipment

To control wastage and operate according to the Companies environment policy with regard to:

- product control and waste minimisation
- proper care and maintenance of equipment to prolong its life
- using towels in appropriate quantity to minimise unnecessary laundering
- proper separation and disposal of cardboard, paper and glass and food in recycling bins
- minimising energy wastage by switching off unused lights, heating, PCs and equipment

To be an ambassador for ARC and for our site, taking personal responsibility for finding out about our product and services, and at all times striving to represent the Company in the most professional, courteous and efficient manner possible.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.