



THE BAR CONVENT

JOB DESCRIPTION

Summary

Title of the Post:	Commis Chef
Reporting to:	Chef Manager
Hours of Work:	32 hours per week. Hours are usually 7am – 3pm weekdays and alternative weekends. Flexibility is expected to accommodate occasional evening events.
Salary:	£19,800 annually if full time, £15,800 annually actual.
Benefits:	Food & drink is provided to all colleagues during shifts. Holiday entitlement is 20 days (pro-rata) & normal public holidays, with the ability to accrue overtime to be taken as lieu-time. The centre is closed during the main Christmas holiday period, with only a nominal contribution (usually 3 days) of holiday expected from colleagues in exchange for this very desirable benefit in the hospitality industry.
Basis:	Part-time

Timetable:

Application Closing Date:	Monday 25 September 2017.
Interview:	To be arranged.
Start Date:	Week Commencing 16 October 2017, or ASAP.
Location:	The Bar Convent Living Heritage Centre, 17 Blossom Street, York. YO24 1AQ.

Particulars of This Post

The Café has an excellent reputation for food and service, recently winning a prestigious breakfast award and ever increasing in its activities. The Trust seeks a friendly, responsible, reliable and capable Commis Chef to support the Chef Manager and develop the centre's food business further.

The Bar Convent Living Heritage Centre (TBCLHC) is England's oldest living convent and holder of many awards. In 2015, it had an extensive £2m refurbishment providing a brand new Exhibition and further enhancing its successful Café, its award winning 20 bedroom Guest House and Conference facilities (both Finalists in this year's Visit York Awards).

Visit www.bar-convent.org.uk for further details.

Responsibilities:

- Assist the Chef Manager to prepare and cook food for customers of the Café (including takeaway food) and Conference delegates.
- Ensure that high levels of food quality and consistency are delivered to maintain the Café's excellent reputation and ongoing award status.
- Assist in the training and development of other kitchen staff to ensure efficient running and staffing.
- To prepare staffing rotas and organise the coordination of resources, supporting The Front of House Supervisor in the absence of the Chef Manager.
- To act as the Chef Manager temporarily during holiday periods.
- To prepare and cook breakfast food for Guest House customers.
- To direct and monitor kitchen storage facilities (perishable items) to meet H&S requirements (including HACCP record-keeping)
- Ensure that the preparation of special foods (e.g Allergens) meets storage and serving standards to ensure that cross contamination is prevented.
- Support the Chef Manager in the purchasing, monitoring and invoicing of stock items.
- To positively work additional hours by arrangement to support occasional evening functions.

This description of the responsibilities and duties of the post is not exhaustive, and may be reviewed and amended from time to time, after consultation with the post-holder, in accordance with the reasonable needs of the work of the Bar Convent Trust and Bar Convent Enterprises Ltd.