

## ROLE PROFILE

Details:			
Job Title	HEAD CHEF		
Department	CLUNY	Base Location	CLUNY
Reporting to	Operation Director and Cluny Focaliser	Contracted Hours	37.5
Accountable For	Kitchen and Food Provision	Salary Band	Band B

Overall Job Purpose
<p>The Head Chef at the Findhorn Foundation is responsible for the coordination and delivery of the food experience for all guests and staff at the Findhorn Foundation. Based at Cluny Hill, the site of our main kitchen, the Head Chef will lead a team of staff and volunteers and is responsible for all aspects of food preparation, service and quality, and the longer term development of our food production and catering services.</p> <p>The Foundation delivers programmes on two sites, Cluny Hill and Park (both within 10 minutes drive from each other). The main kitchen is at Cluny and currently food is delivered to The Park for Park-based workshops. The postholder will lead on the plans to develop onsite food delivery in The Park and coordinate with our Education and Operations teams at The Park. Also to work closely with our production garden at Cullerne and gardens at The Park and Cluny to ensure as much of our food is grown onsite.</p> <p>We serve 3 meals per day, seven days a week.</p> <p>We expect the holder of this post to be aligned with the spiritual impulse of the Findhorn Foundation and committed to embodying and implementing our spiritual core principles and practices in daily life.</p>

Key Responsibilities
<ul style="list-style-type: none"> <li>Uphold the spiritual principles and practices of the Findhorn Foundation</li> </ul>

- Direct the food philosophy of the Findhorn Foundation. This will include a mainly vegetarian food profile, sustainable practices as well as providing a balanced and nutritional meal plan for guests, students and staff including designing new recipes, planning menus, and selecting plate presentations for special events
- Create a welcoming ambiance, educate and lead the kitchen team of Findhorn Foundation staff and volunteers.
- Implementation of policies to meet all local and national food and beverage safety requirements, licensing and certification. Ensure kitchen, service areas and guest dining spaces are clean and sanitary.
- Managing all diners' food requirements and allergies, ensuring contamination free food production.
- Ensure quality and on-time delivery of food, both in Cluny and in The Park, including the scheduling of staff, ensuring adequate staff levels to meet service, and meeting operational and financial objectives.
- Hiring and training kitchen staff, such as cooks, food preparation workers, and dishwashers.
- Performing administrative tasks, including the digital meal booking system. Take stock of food and equipment supplies, and do purchase orders.
- Setting and monitoring performance standards for staff.
- Obtaining feedback on food and service quality, and handling customer problems and complaints.
- Managing the kitchen equipment servicing requirements
- Coordinating the food requirements with the food production held in Findhorn Foundation gardens, Cullerne Gardens (FF owned) to make sure it produces large yields of foods.

### **Key Relationships**

*The postholder will work closely with the Bookings and Education departments and with the focaliser at Cullerne Gardens, as well as all members of the kitchen team.*

### **General Duties Applicable to All Co-Workers**

1. To undertake all duties and responsibilities in accordance with Foundation policies, including Equal Opportunities; Data Protection; Health & Safety; Safeguarding; Professional Practice and Quality and Financial regulations. To report any concerns to the appropriate person.
2. To fully embrace the Findhorn Foundation's spiritual beliefs and purpose, sharing your experiences with others and acting in accordance with the Common Ground.
3. Attend weekly departmental attunements.

4. Attend coworker meetings (critical workload permitting).
5. To take full responsibility for your personal professional development and training.
6. To participate in the Foundation's Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to continually update skills and meet the requirements of the Foundation and Departmental Strategic Plans.
7. To undertake such other duties as may reasonably be required, commensurate with your role, at your place of work or other premises.

*It is the practice of the Foundation to periodically examine co-worker's job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager, in conjunction with HR, with the co-workers working directly to the manager. You are expected to participate fully in such discussion and, in connection with them, to review and your job description to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your line manager. It is the Foundation's aim to reach agreement on reasonable changes, but if agreement is not possible the Foundation reserves the right to insist on changes to your job description after consultation with you.*

Signed

Date

Post Holder

Signed

Date

Line Manager

## PERSON SPECIFICATION

Details:	
Job Title	HEAD CHEF
Department	CLUNY

<b>Knowledge &amp; Skills</b> <i>(What does the role holder need to know and do)</i>	<b>Desirable (D)/ Essential (E)</b>	<b>Assessment Methods (A/QA/I/T)</b>
Advanced knowledge of professional food principles and practices	E	A;I
Proficient knowledge of human resources management in a culinary environment	E	A;I
Leadership skills, an ability to set boundaries and give feedback	E	A;I
Excellent knowledge of 'Back of House' (BOH) systems, ordering and inventory, management of food costs and staff scheduling.	E	A;I
Ability to meet deadlines	E	A;I
<b>Qualifications</b> <i>(What formal qualifications are required for the role?)</i>	<b>Desirable (D) / Essential (E)</b>	<b>Assessment Methods (A/QA/I/T)</b>
Cookery qualification – minimum Level 3 Diploma in Advanced Professional Cookery	E	A;I
Full UK Driving Licence	E	A;I

<b>Experience</b> <i>(What experience does the role holder need to have?)</i>	<b>Desirable (D) / Essential (E)</b>	<b>Assessment Methods (A/QA/I/T)</b>
2+ years of formal culinary education	E	A;I
5+ years of experience in a similar position	E	A;I
Experience of working with volunteers	D	A;I
Experience in a live-in situation	D	A;I
Experience of managing multiple locations	D	A;I
<b>Personal Attributes/Attitude</b> <i>(How does the role holder need to think and act?)</i>	<b>Desirable (D) / Essential (E)</b>	<b>Assessment Methods (A/QA/I/T)</b>
Exceptional communication and team work. A friendly and amiable nature whilst dealing with a variety of people, from guests and co-workers to residents and contractors.	E	A;I
Flexibility, ability to step in where needed, adaptivity to changing situations and requests.	E	A;I
Aligned with the spiritual impulse and principles of the Findhorn Foundation	E	I
Willing to respond to urgent issues out of normal working hours	E	I

A = Application

QA = Qualification Audit

I = Interview

T = Task i.e. assessment centre