

## Treveague Campsite Job Description

Job title	Cook / Chef		
Position and reporting line	Directors	No of Direct Reports	None
Purpose of role	<ul style="list-style-type: none"> <li>• Working with other team members to formulate a menu for the campsite, looking at costs and quality.</li> <li>• Become a key team member contributing to a great holiday experience for guests.</li> <li>• Prepare and cook food for both daily sales and functions with help from other team members.</li> <li>• Following all guidelines for food hygiene and health and safety, legally and Treveague Campsite's own policies</li> <li>• Daily and weekly ordering of stock</li> <li>• Monitoring stock take and stock rotation</li> <li>• Control of ALL food that leaves the kitchen</li> <li>• Exceptionally good housekeeping</li> <li>• Take full responsibility for the cleaning of the kitchen</li> <li>• To deliver exceptional customer service</li> </ul>		
Key relationships	<p>Internal</p> <ul style="list-style-type: none"> <li>• Other Treveague Campsite Staff</li> <li>• Directors</li> </ul> <p>External</p> <ul style="list-style-type: none"> <li>• Suppliers</li> </ul>		
Key Tasks	<ul style="list-style-type: none"> <li>• The preparation and cooking of all food for daily sales</li> <li>• Setting up the kitchen for service</li> <li>• Monitoring and guiding staff while working in the kitchen</li> <li>• The preparation, cooking and delivery of food for functions</li> <li>• Help with ideas for new menus and drinks lists</li> <li>• Working with the Director's for daily specials and briefing staff on those each day</li> <li>• Helping the Director's to source high quality local ingredients and managing the margins around the food items</li> <li>• Ensuring waste is minimised</li> <li>• Working closely with the Directors on all food related issues</li> <li>• To ensure food preparation areas are clean and tidy</li> <li>• To ensure stock rotation and stock take are completed</li> <li>• Daily and weekly ordering of all food related stock</li> <li>• To ensure all equipment used is safe and clean, reporting any issues to the Directors</li> <li>• To maintain a professional appearance while at work</li> <li>• To undertake any other duty deemed reasonable as required by the Directors</li> </ul>		
Skills and Abilities	<ul style="list-style-type: none"> <li>• A flair and enthusiasm for cooking with fresh quality ingredients</li> </ul>		

	<ul style="list-style-type: none"> <li>• The ability to work on own initiative</li> <li>• The ability to work on your own and as part of a team</li> <li>• Excellent verbal communication skills</li> <li>• Organisation and time management skills</li> <li>• Basic I.T skills including Word and Excel</li> <li>• Ability to work well under pressure</li> <li>• Taking and acting upon customer feedback</li> <li>• Excellent communication and organisation skills</li> <li>• Able to work in a fast-paced environment</li> <li>• Dedicated to food quality and control</li> <li>• Strong knowledge of proper food handling and sanitation standards</li> </ul>	
Experience, Knowledge and Personal Attributes	<ul style="list-style-type: none"> <li>• Proven work experience as a cook or chef</li> <li>• Advanced knowledge of culinary, baking and pastry techniques</li> <li>• NVQ level 2/3 in food preparation and cookery or equivalent qualification</li> <li>• Level 2 Award in Food Safety or equivalent qualification</li> <li>• Previous kitchen budget control experience</li> <li>• Menu costing experience</li> <li>• Training staff in group sessions or on a 121 basis</li> </ul>	
Accommodation	If necessary we can provide one of our more sheltered pitches suitable for a campervan, motorhome or caravan for the duration of employment. We will include electric, water, laundry and wifi for no additional cost, subject to our fair use policy.	
Logistics	Hours	6 - 9 hours 5 or 6 days a week on average over the duration the 6 months that we are open.  Willing to work flexible hours as regular weekend, Bank Holiday and evening work is required.
	Basis	For this position this is negotiable. We can offer either a self employed role, or employed.
	Duration	From around the 21 <sup>st</sup> April 2024 until the 1 <sup>st</sup> October 2024.
	Rate	TBC
	Notice period	TBC