

# Ruskin Mill Trust (the Trust)

## Job Description

Position:	Chef
Post Reference No:	RMT10077
Field of Practice:	Biodynamic Ecology (Field 3)
Grade:	4 : 5
Responsible to:	Social Enterprise Manager
Location:	Clervaux Café and Bakery - Ruskin Mill Trust

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### Job Purpose

Responsible for all aspects of a specified catering area in conjunction with the Catering Manager.

If requested to deputise for the Catering Manager.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the College.

The post holder is to contribute to the whole life of the College and Trust, always remembering that our core purpose is to improve the education and lives of the young people at the College.

You will be required to carry out your duties at all College premises, some of which are located a distance from the main College sites and at such other places as the Trust may reasonably require.

The post holder will be expected to travel on an occasional basis between the Trust's sites, and to and from other places as the Trust may reasonably require.

Evening and weekend working will be required.

### Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

### General Duties associated with being part of a social enterprise

1. To have a good knowledge of the purpose of the 'third stage' of the PSTE curriculum in its intention to help students realise their potential within the community in an outward facing a capacity

2. To have a good understanding of how the product within their social enterprise is related both to the work of students in their provision as well to the genus loci of each provision
3. To work closely with students to develop their capacity to be 'outward facing' towards community
4. To help students to develop independent working skills in a professional manner in order for students to realise their development towards community
5. To support students to see the value of the social enterprise's product in relation to their work throughout the provision
6. To communicate regularly to the Education Learning Coordinators and the Social Enterprise Manager in developing each student's capacity to work within the community
7. To assist the Social Enterprise Manager in developing the assigned social enterprise to meet the needs of both the student and the community
8. To work in a professional manner towards patrons of the social enterprise as a role model for students
9. To assist students in improving their functional skills in relation to the activities and product of the social enterprise. In conjunction with Social Enterprise Manager ensure that Health and Safety records are kept up to date including all necessary risk assessments.
10. To work with students to improve their interface with the community and co-workers

### **Main Duties**

1. In liaison with the Social Enterprise Manager ensure that there is effective planning of meals linked to the Trust Food and Nutrition Policy
2. In liaison with the Social Enterprise Manager to plan and budget for nutritious meals to be served in the Café, provision or other organised event.
3. To be responsible for the opening and closing procedures in the absence of Social Enterprise Manager.
4. In conjunction with the Social Enterprise Manager be responsible for monitoring a high standard of Health and Safety and food hygiene, including arranging and supervising cleaning of the premises using environmentally friendly products.
5. To provide high quality nutritious meals using biodynamic/organically grown / locally produced food where possible using ingredients from the College site.
6. To prepare and cook all meals for the Café, when required accessing support from the Social Enterprise Manager or Catering or Café Assistants.

7. Ensuring that there is appropriate food preparation for service on the weekend and for events as required.
8. To be responsible for all Health & Safety & Food Hygiene issues within a specified catering area in line with external requirements.
9. To ensure that Health and Safety records are kept up to date including all necessary risk assessment.
10. In conjunction with the Social Enterprise Manager to contribute to effective stock control.
11. In conjunction with the Social Enterprise Manager be responsible for budgeting within the provision.
12. To support work experience students as appropriate.
13. To wash up, clear and clean as required with the help of the Café Assistant.
14. To comply with the Trust's Manual Handling Policy and Practice.
15. To work in a responsive manner to the requirements of the business including working evenings and weekends as required.

### **General**

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To deliver training or development opportunities as required.
8. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
9. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust - Student Protection Policies".
10. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
11. To be responsible for the care and development for your working area.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-

development, through participation in-service training as necessary for the successful carrying out the role.

14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

### **Staff Management and Supervision**

The Chef has no direct line management and supervision responsibility but may be required to line manage or supervise other designated staff.

### **Liaison**

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

### **Job Revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

## Person Specification

<b>Job Title: Chef</b>  <b>Field of Practice: Biodynamic Ecology (Field 3)</b>			
	Essential	Desirable	How assessed
<b>Qualifications</b> Food Hygiene Certificate		✓	AF / I / CQ
<b>Experience</b> Significant experience of producing food to a high standard Experience of working successfully in a similar, medium-large, complex organisation Experience of working in an education or other public sector environment Experience of managing and prioritising a varied workload ensuring completion of tasks within strict deadlines Experience of working in a food production role, ideally as a cook or chef Experience of working in a similar physically demanding role	✓     ✓ ✓ ✓	✓  ✓ ✓	AF / I / R AF / I / R AF / I / R  AF / I / R AF / I / R AF / I
<b>Knowledge</b> Computer literate with sound working knowledge of Microsoft Office applications; Outlook, Word and Excel in particular Knowledge of using a wide range of machinery and tools Knowledge of conducting purchases/obtaining quotes in accordance with organisational ordering / purchasing systems	✓ ✓  ✓		AF / I / OT AF / I  AF / I
<b>Skills and Abilities</b> Outstanding interpersonal skills in order to form cohesive working relationships Excellent verbal communication skills Excellent organisational and co-ordination skills to prioritise and complete projects in order of urgency Ability to demonstrate high levels of motivation and industry to ensure the production of food is to a high quality and are planned and completed within set timeframes Proven ability to demonstrate a systematic and meticulous approach towards following guidelines Ability to achieve best value when purchasing equipment and materials Proven ability to quickly familiarise with new machinery and tools Ability to act with intent to prolong the life of equipment and materials, ensuring due care and attention is paid to correct usage and storage Ability to demonstrate openness and an eagerness to complete projects as instructed at short notice Ability to address requests for refreshments at all times	✓ ✓  ✓  ✓ ✓ ✓ ✓ ✓ ✓ ✓		AF / I AF / I  AF / I / R  AF / I  AF / I / R AF / I AF / I / R  I  AF / I AF / I
<b>Personal Qualities</b> Willingness to understand anthroposophy Willingness to embrace, articulate and work with the Trust's objectives, vision, and values Commitment to promoting and safeguarding the welfare of students, children and vulnerable adults Commitment to the promotion of the Trust's ethos	✓  ✓  ✓ ✓		I  AF / I / R  AF / I AF / I

Ability to manage and interact with others in a supportive and participative manner	✓		AF / I
A commitment to ensuring equality of opportunity with the ability to promote diversity in relation to both staff and students	✓		AF / I
Flexibility and adaptability to changing situations	✓		AF / I
Ability to demonstrate empathy, listening skills and tolerance	✓		AF / I
Commitment to Health and Safety and Food Hygiene good practice on work and within learning environments	✓		AF / I
Commitment to completing all projects and assignments to the highest possible standards	✓		AF / I
Efficiency	✓		AF / I
Persistence and determination	✓		AF / I
Sense of humour		✓	I
Innovation; able to envisage multiple new ideas and solutions to problems	✓		I
Foresight and vision in terms of construction	✓		I
Intent to comply with the Trust's Manual Handling policy and practice	✓		I
Ability to communicate with and have compassion for individuals from different backgrounds	✓		I
<b>Other qualities</b>			
Commitment to Continued Professional Development	✓		AF / I
Proactive approach to work	✓		AF / I
Strong commitment to customer service	✓		AF / I
Flexible approach to working additional hours including evenings and weekends whenever necessary	✓		AF / I
Willingness to travel to fulfil duties on an occasional basis	✓		AF / I
Current full UK driving licence and use of own car or willingness to travel by public transport	✓		AF / I

AF = Application Form, I = Interview, T = Test, R = Reference

OT = Occupational Test, CQ = Certificate of Qualification