

# Ruskin Mill Trust (the Trust)

## Job Description

<b>Position:</b>	<b>Chef / Manager (Argent College)</b>
<b>Post Reference No:</b>	<b>RMT10099</b>
<b>Field of Practice:</b>	<b>Biodynamic Ecology, Transformative Leadership and Management (Field 3 and Field 7)</b>
<b>Grade:</b>	<b>7:8</b>
<b>Responsible to:</b>	<b>College Principal</b>
<b>Location:</b>	<b>The Hive Café - Argent College</b>

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### Job Purpose

To be responsible for the overseeing of all areas of the Hive Café & the providing of hospitality within Argent College if necessary including stock control, health and safety, staff training, setting up of good working practices and cooking.

To have an extremely high regard for quality of aesthetics and presentation of the Hive Café, the products that are produced and the hospitality that is provided across the site.

To ensure best practice in Hospitality Management at all times and to set up customer analysis systems to facilitate the regular revision of the operational plan.

To produce high quality, organic and innovative menus for the Cafe and Bakery; to meet the customer and wholesale demands and to provide work experience opportunities for students and service users within the Argent College provision.

The post holder is to contribute to the whole life of the company and will be required to carry out your duties at the New Standard Works site and other sites as directed by your line manager, some of which are located a distance from the main place of work.

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

Early morning, evening and weekend working will be required to meet the demands of the business.

### 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 create high quality, unique menus, utilising biodynamic, organic or local ingredients, in line with the Food and Nutrition Policy of Ruskin Mill Trust.

2. To be responsible for maintaining a high standard of health and safety and food hygiene including the cleaning of the Cafe using environmentally friendly products.
3. To ensure compliance with all other relevant policies, including Manual Handling and Health and Safety, in those areas under jurisdiction; to include:
  - Regular monitoring and review of potential hazards and risk assessments
  - First Aid procedures and equipment
  - Fire Precaution and equipment
  - Manual Handling assessments
  - COSHH regulations and assessments
4. To work within defined budgets and to follow the required financial and budgetary reporting requirements.
5. 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.
6. To work closely with students to develop their capacity to be 'outward facing' towards community.
7. To help students placed on work experience to develop independent working skills in a professional manner in order for students to realise their development towards community.
8. To support students to see the value of the social enterprise's product in relation to their work throughout the provision.
9. To communicate regularly with the Education, Health and Care Managers and the Social Enterprise Manager in developing each student's capacity to work within the community.
10. To work in a professional manner towards patrons of the social enterprise as a role model for students.
11. To assist students on work experience to improve their functional skills in relation to the activities and product of the social enterprise.
12. To work with students to improve their interface with the community and co-workers.

### **Specific duties**

1. To undertake the lead of the cooking and preparation of food within The Hive Café.
2. To create a strategy and operational plan for developing and managing the Hive Café in line with the Senior Management Team and the Trust vision for the café and the use of food.

3. To create a warm and welcoming environment for students, staff and the public and maintain a high quality of aesthetics for both the working and eating areas.
4. To provide and oversee a quality educational experience for all students working within the café and hospitality areas. To ensure students are able to access relevant qualifications through the café and hospitality areas;
  - To quality assure the education provision in the café
  - To promote the education experience of the students through the café.
  - To liaise with Education, Health and Care Manager's on the appropriate educational aims for students.
  - To assist students with achievement of their personal targets.
  - To line manage and supervise the catering and educational staff working in the Café.
5. To be responsible for managing students who will work in the café during term time and non-term time.
6. To provide high quality nutritious meals using and promoting the use of biodynamic/organically grown food at all available opportunities. To liaise with others throughout the Trust involved in the production of materials and produce that could be incorporated into the Café and hospitality provided.
7. To actively work with the Biodynamic Land Co-ordinator (Urban) and Vale Head Farm Manager and the relevant production team to promote the Rooftop Garden and the Farm and their products for use both within the café and also as potential point of sale for these products.
8. To promote and provide catering for external meetings and events as and when required
9. To provide a full hospitality function for The Hive Café and Argent College events as required. This will include acting as duty manager for these events.
10. To be responsible for maintaining a high standard of health and safety and food hygiene including arranging and supervising cleaning of the premises using environmentally friendly products within the Café and catering areas under remit.
11. To be responsible for effective stock control.
13. To work with the finance department to manage the Café and Hospitality budgets and effective accounting within these areas including the cashing up of takings.
14. To ensure best practice and set up monitoring systems to ensure the Café remains compliant with all permissions and approvals prevailing for its legal operation.
15. To be responsible for public relations and marketing of the café, including managing marketing campaigns on social network sites in line with the SMT and Trust vision for marketing.
16. To be responsible for induction, training, supervision and reviews of catering staff.
17. To work with the SMT and Department of Human Resources in the recruitment of new staff for the Café, covering both the catering and educational aspects.
18. To manage all rota's and work patterns to ensure customer service is maintained throughout the café's opening hours.

19. Working with the Hiram Education and Training Coordinator to source and deliver relevant training for café, hospitality staff and students.
20. To comply with the Trust's Manual Handling Policy and Practice and other Policies as required.
21. Evening and weekend work will be required.
22. To participate in working groups across the Trust acting when required as the College representative to ensure the effective embedding and continued development of the Trust's Food and Nutrition policy.
23. To be an advocate for the Trust's Food and Nutrition policy and research elements of the work associated within this to deepen your understanding and ability to articulate the importance of Food and Nutrition both to our students and to the staff within the College and Trust.

### **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 relevant Trust Policies to include the 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 comply with all the policies and procedures of the Trust.
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To attend meetings and supervision as required.
11. To deliver training or development opportunities as required.
12. 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.
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 Café and Hospitality Manager has line management or supervision responsibility for the Baker/Pastry Chef, Senior Catering Assistants/ Lead Cooks, Catering Assistants and Cleaners, within the café and hospitality provision and may be required to line manage 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.