



# REGIS

COFFEE BAR & BISTRO

If you are interested in being considered to work with us, please e-mail your CV to:

[regiscoffeebar@hotmail.com](mailto:regiscoffeebar@hotmail.com) with the subject 'Graduate Chef Opportunity'

## Job Description

<b>Job Title</b>	Chef
<b>Salary</b>	£9.50 per hour
<b>Location</b>	Regis Coffee Bar & Bistro, Unit 3, Maxim Park, 2 Parklands Avenue, Motherwell ML1 4WQ
<b>Reporting to</b>	Line Manager
<b>Tenure</b>	Permanent after successful 6 month probation period
<b>Hours</b>	Part-time but hours TBC – we are open Monday to Friday with possible occasional evenings and weekends.
<b>Holiday entitlement</b>	28 days per year including bank holidays (pro-rata)

### **Job Purpose**

To work as part of an innovative team to create and cook food to the highest standards within the required deadlines and to the customers standard and satisfaction.

### **About Regis Coffee Bar & Bistro**

Regis Coffee Bar & Bistro is a small family-run business which opened in January 2020; 3 months prior to the Coronavirus pandemic when hospitality was intermittently shut down for 13 months between 2020 and 2021. Julie MacLean is the Managing Director and despite training and working as a Speech and Language Therapist within the NHS for 6 years, she has returned to her roots in hospitality. Julie believes every customer should be served with a smile and provided with an excellent quality of food and drinks. She wants customers to always feel welcome and comfortable in the bistro, and we have established a loyal clientele who have come to know us for our excellent customer service as well as our consistently excellent food and drinks. We look forward to having you as part of our small team.

### **Job Responsibilities and Duties:**

#### General

1. To maintain consistently high food standards and quality.
2. To participate in the HACCP procedure according to the company's Food Safety Management document.
3. To work with the Head Chef and take accountability for the day to day running of the service in his/her absence.
4. All paperwork is stored correctly
5. Excellent communication and team-working skills both with kitchen and front of house staff.
6. Ensure safety and food hygiene at all times in the kitchen
7. Keep up with industry trends and create new recipes in collaboration with the other chefs.
8. Be a reliable team member with excellent time-keeping.

9. Occasional working of evenings, weekends and public holidays

#### Maintenance

1. To maintain all equipment within the kitchen and to notify the Director of any equipment which requires attention.

#### Health and Safety:

1. Ensure the company's Health and Safety Policy is fully promoted and adhered to every day
2. To understand and have a working knowledge of all current Health and Safety legislation and Food Hygiene legislation
3. Ensure cleaning is carried out as per the cleaning rota
4. Participate in COSHH training as required
5. Monitor quality of goods purchased.

#### Other Duties and Responsibilities:

1. The post holder will undertake training and development as appropriate to ongoing development in his/her field of expertise.
2. The post holder will carry out any other duties as appropriate to the post as requested by the Line Manager or Director.
3. This job description is current at the commencement of employment. In consultation with you, it is liable to variation by management to reflect or anticipate change in or to the job.
4. Ensure clean chef whites are worn daily.
5. Take every opportunity to discuss ideas with customers and/or the Head Chef to obtain constructive feedback on how to improve any aspect of our food.
6. Be willing to work flexible hours as there may be opportunity for events at the evening or weekend.

#### **Qualifications and Skills:**

1. Experience in responsibility for food production
2. Ability to work under pressure
3. Recognised Chef's qualification or experience
4. Excellent inter-personal and communication skills

### Person Specification - Chef

	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b>Qualifications</b>	Current level 3 Food Hygiene certification and H&S certificate including COSHH	Professional Chef's qualification
<b>Background / Experience</b>	A clear understanding of the hospitality sector. Well-rounded experience of cooking in all the main areas of a kitchen.	Experience of working in a high volume, high quality establishment.
<b>Skills</b>	Ability to cook high quality dishes consistently and working hygienically with food. Experience of working in a busy kitchen under pressure. Excellent communication skills with the ability to communicate with people at all levels. Excellent organisational and time management skills.	
<b>Personal Qualities</b>	Ability to quickly learn new techniques or adapt to situations. Ability to operate effectively on your own or as part of a team. High professional and ethical standards. Passionate about food with knowledge of current trends. Calm under pressure.	
<b>Other</b>		Driving license Personal transport

This job description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.

I have read and agreed to this job description.

NAME (PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

LINE MANAGER (PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_