

JOB DESCRIPTION



JOB TITLE Kitchen Team Leader

DEPARTMENT Kitchen Team

REPORTS TO Pastoral Lead

MISSION

To lead by example and enable the Kitchen Team to provide high-quality meals and a clean and welcoming environment, where guests and community can relax and gain most benefit from their stay.

To take an active role in community life using the gifts God has given you. This will include leading prayers for community and guests, helping at mealtimes, and being willing to serve in other ways as and when required.

JOB PURPOSE

- To take responsibility for and efficiently manage the Lee Abbey kitchens and dining areas, leading a team averaging 12 members.
- To ensure meals of a high quality are prepared efficiently, on time and to an agreed budget.
- To be involved with the training of community members so that they can provide meals to the required standard and maintain hygiene standards.
- To plan ahead effectively in all areas.
- To be aware of the pastoral roles and needs of the kitchen team.

KEY RESPONSIBILITIES (assisted by Deputy or Chef)

Providing weekly full board for both Community (approx 50) and Guests in the main House (approx 120 when the house is full) and Beacon Youth Centre (approx 35) including occasional special functions.

Work Organisation

- All aspects of work should reflect good, effective and efficient catering practices.
- Help to maintain a working team with good morale and an understanding of their purpose in being here as part of the Vision of Lee Abbey, including involvement in the spiritual growth.
- Maintaining good relationships with existing reps and local contractors, establishing new connections where appropriate.

Spiritual element of the role

- Be fully involved in all aspects of the spiritual life of Lee Abbey and in sympathy with its vision and values.
- A desire to serve God and lead others in their spiritual walk with God.

Health & Safety

- To provide kitchens which are healthy and safe places in which to work and produce food.
- Hygiene, Cleanliness and Safety. To be aware of the hygiene standards required by law in catering practice in particular HASSOP and COSHH. They will also need to undertake to train community members in these hygiene practices so they are reflected in all aspects of the kitchen work.

Ordering & Budgeting:

- The Catering Manager will need to ensure food is ordered for the daily menus taking into account the varying occupancy levels of the house and Beacon youth centre. During the summer some additional ordering is required to assist the summer camps and running of the tea cottage. The Catering Manager has responsibility to order new equipment for the kitchens, either replacing, updating or replenishing existing stock. It is essential to use the most reliable and economic suppliers and to comply with the agreed budget, working in conjunction with the operations manager and finance director.

Menu Planning:

- The basic menu should be planned at least four weeks in advance. It should be varied, innovative, balanced and imaginative, whilst keeping within the constraints of the budget and minimising wastage. Planning must take into account the needs of children, special diets required by community and guests. It should show an awareness of the

community lifestyle. At certain times of the year, special functions take place and again the menu must take these into account.

Training

- The majority of the Kitchen Team members will be without specific cooking or catering experience. The need to undertake appropriate training to optimise the catering abilities of the Kitchen Team is vital. The training aims to ensure that food presented is of a high standard and applies both to daily cooking and special events. It should enable community members to be independently competent in all that is involved in the preparation, serving and clearing of a meal including an awareness of accountability, time constraints and budget controls.

Communication

This will happen at various levels:

- Operations Manager/Warden: to plan ahead and keep informed of on-going kitchen situation. Also to plan special functions.
- Liaising with other Team leaders/Managers at the regular team leaders meeting to discuss the day to day running of the Fellowship.
- Liaise with Deputy/ Chef over the cooking of food, training of team, hygiene. This should happen formally through a weekly meeting and informally through day to day contact.
- Meeting with the team members: interviewing new team members, talking on a one to one basis with existing team members about their work and general adaption to community life, formally every three months, as the need arises.
- Liaise with the maintenance team on contracts and regular maintenance of kitchen and dining room areas.

Administration

- The Catering Manager will have oversight of the production of weekly and monthly working rotas, taking into account the specific needs of:
 - i) Community life
 - ii) The retreat programmes
 - iii) Individual requests from team members – including planning holiday times and ensuring that each team member is able to take all the holiday allocated to them.
- Invoice coding and updating kitchen notices are also included within kitchen administration tasks.
- A kitchen team member should be trained in relevant kitchen administration.

Reps

- The Catering Manager will need to maintain good relationships with those reps already connected with the fellowship and will need to establish new connections as and when the need arises.

New Innovations

- An awareness of new innovations within the catering world and how they could be incorporated into the life of Lee Abbey would be helpful.

QUALIFICATIONS EDUCATION and/or EXPERIENCE

- Candidates should have relevant Catering Qualifications (HND, HCIMA) or equivalent
- Preferably possess the Advanced Food Hygiene Certificate
- Preferably experience with Cook Chill Procedures
- Computer Literacy
- People Skills - especially in motivating / identifying skills (potential)

LANGUAGE SKILLS

- Ability to communicate clearly both verbally and in writing in English to people of all nationalities and cultures who may not have English as their first language.

SPECIAL FEATURES

- Flexibility required to co-ordinate all aspects of this role are vital to ensure smooth operation.
- Good physical health is required as much of the work to be undertaken will be manual

The Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list and there should be a willingness to work across other teams when required.