

JOB DESCRIPTION

Chef

Job Title:	Chef
Department:	Commercial
Location:	Isle of Wight Zoo, Sandown, Isle of Wight
Reports To:	Commercial Manager

General Function of the Position

To prepare, cook and deliver food to a consistently high standard whilst minimizing waste and maximizing profitability. To assist with purchase and control of stock and maintain the highest standards in food, quality, presentation and service.

Organisational Values

The Wildheart Trust has five values that form the core of how employees carry out their work at the Isle of Wight Zoo and across any future organisational developments it may have. The values shape the culture of the organisation and demonstrate what is important within The Wildheart Trust. These values focus on how we do our job and how we conduct ourselves in the workplace, and as a Trust.

Care	We treat every being with respect and compassion and we care about maintaining high standards in all that we do.
Integrity	We are honest, responsible and accountable so that we can be trusted.
Commitment	We work hard to honour our mission and are devoted to the people and animals in our care.
Positivity	We need a special combination of pragmatism, passion and optimism to tackle really tough issues that sometimes seem insurmountable.
Learning	We never stop learning and together we share our knowledge to foster love for the natural world and for animals.



ISLE OF WIGHT ZOO

HOME OF THE WILDHEART TRUST

Key Tasks	
1. Cooking	To prepare, cook and deliver food to a consistently high standard, using quality products, ensuring waste is minimised and profitability is maximised
	To maintain the highest standards in food, quality, presentation and service
	To work with the Commercial Manager to enhance and develop the catering offer
2. Stock Control	To oversee purchase and control of stock in the café, in line with any third-party purchasing agency
	Carry out stock takes as and when required
3. Procurement and budget management	To liaise and negotiate with suppliers in the absence of the Commercial Manager, to secure the most favourable terms for the organisation and collaborate with other managers to ensure the best possible price.
	Analyse recipes to assign prices to menu items, based on food, labour, and overhead costs
4. Customer service	Ensure that all customers are served efficiently and in line with standards of customer service at Front of House
5. Compliance	Complete all documentation required for legal compliance
6. Functions	Assist with the promotion of all café functions, day to day usage and events
7. Cleaning	Be responsible for all aspects of cleaning within the kitchen and servery ensuring that all check lists are completed
8. Health & safety	To comply with all Health & Safety and Food Hygiene Regulations and to ensure the health, safety and enjoyment of visitors and colleagues utilising our food service facilities
9. Wildheart	Have an awareness of the ethos of The Isle of Wight Zoo and The Wildheart Trust and how best we may be able to respond and promote our services accordingly
10. Reasonable duties	In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned from time to time.
11. Health and Safety	To comply with all health and safety requirements as per the Isle of Wight Zoo Health and Safety Manual.
12. Planning	Prepare for and attend regular departmental meetings / undertake agreed actions.



ISLE OF WIGHT ZOO

HOME OF THE WILDHEART TRUST

13. Human Resources	Attend formal and informal training as required. Identify additional training with the supervisor for professional development.
14. Compliance & Best Practise	Participate in Zoo Licence inspections and other audits as required.

Person Specification Details	
Qualifications	NVQ level3 in food preparation and cookery or equivalent qualification. Level 2 Award in Food Safety or equivalent qualification.
Experience	Previous experience of cooking and food preparation in a high volume, seasonal and multi outlet environment. Evidence of working within health and safety, food safety and hygiene requirements
Skills and Abilities	
Skills	The ability to work on own initiative.
	Organisation and time management skills.
	Basic I.T skills including Word and Excel.
	Ability to work well under pressure.
Visitor Focused	Strong communication and people skills including a positive, friendly and approachable attitude at all times towards visitors to the zoo.
Teamwork	Actively participates as a member of a team to move the team toward the completion of goals. Contributes actively and fully to team projects by working with colleagues collaboratively, working towards consensual solutions that enhance the output of the team. Accepts share of workload.
Living the values	An understanding of the values and behaviour expected within the role
Charitable outputs	An understanding of how this role supports the delivery of our charitable outputs.

Signatures	
Signed:	Date :



ISLE OF WIGHT ZOO

HOME OF THE WILDHEART TRUST

(Line Manager)	
Signed: (Employee)	Date :