



Truro
Cathedral
sacred space, common ground

Assistant Chef



Our Vision, Ambition and Values

Vision

Our vision for Truro Cathedral is to create **Sacred Space** in which the holiness of God is encountered in an open and inclusive way and **Common Ground** where issues shared by the whole of humanity can be explored.

Ambition

Inspired by the Gospel of Jesus Christ, we work to build a welcoming, inclusive and engaging environment that, through the delivery of a diverse and inspiring programme of worship, events, educational activities and community outreach, fulfils and spiritually enriches all who experience Truro Cathedral.

Values

Love & Unity

We care for one another with compassion and kindness and our work is embedded in a spirit of love and cooperation as we come together to succeed in our mission for the cathedral.

Dignity & Respect

We respect others and value diversity, embracing our similarities and differences with gentleness, self-control and a willingness to learn. We welcome expressions of spirituality, respecting and valuing those with different faiths or no faith.

Accountability & Integrity

We act with honesty, openness and integrity in everything we do. We use the resources entrusted to us wisely and effectively with transparency and accountability. We demand high standards of professionalism from ourselves every day, always striving to deliver excellence in our work.

Creativity & Courage

We are bold and challenge ourselves and others to question the norm. We explore new options and take intelligent risks, confident that we do so in a supportive environment. Committed to continual development, we embrace change and nurture personal growth.

Job Description

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|----------------------|---|
| Job Title | Assistant Chef (part-time) |
| Hours of Work | 16 per week over three days between Monday and Sunday as per rota |
| Salary | £9 per hour |
| Line manager | Catering Manager |

Overview and general duties

As Assistant Chef you will support the Head Chef in the delivery of daily restaurant kitchen operations. As part of the kitchen team you will also deputise for the Head Chef in his absence, reporting to the Catering Manager at these times. You will work closely with the Head Chef ensuring the highest standards in food quality, sourcing, sustainably with traceability. You will support the Head Chef and the Catering Manager in the implementation of the catering strategy.

Key Duties and Responsibilities

1. Prepare food for service as directed by the Head Chef, ensuring a consistently high standard of food service.
2. Work closely with the Head Chef to support the delivery of current and new menus for the day to day restaurant service, as well as in and out of house events and functions. These should be in line with the high standards Truro Cathedral Ltd catering set.
3. Deputise for the Head Chef in their absence preparing restaurant service as directed, reporting to the Catering Manager at these times.
4. Work with Head Chef and Catering Manager in the development of new initiatives and income streams in line with the catering strategy.
5. Assist with the control and monitoring of food ordering and waste, as well as re-stocking after service using top up sheets.
6. Work within a set budget.
7. Meet regularly with the Catering Manager to discuss and feedback on all aspects of work.
8. Report any equipment/utensils faults to the Catering Manager.
9. Assist with the cleaning of equipment, floors and windows when necessary



General

1. Attend and participate in training courses as directed.
2. Maintain confidentiality at all times.
3. Take a positive and active part in the cathedral's annual appraisal/review system.
4. Uphold the cathedral's values.
5. Adhere to Truro Cathedral's policies and procedures.
6. Other duties as are necessary for the smooth running of the business.
7. This job description will be subject to regular review and amended to meet the changing needs of the cathedral.

Person Specification

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|---------------------------------------|---|--|
| Job Knowledge & Experience | Excellent communication and customer care skills. | Knowledge of local and seasonal produce. |
| | Excellent catering skills. | |
| | Ability to use own initiative. | |
| | Good literacy, numeracy and knowledge of stock management. | |
| | Knowledge of relevant legislation: Food Hygiene, Health and Safety, COSHH. | |
| | Self-motivation, commitment and enthusiasm and the ability to work calmly under pressure. | |
| Job Skills | Experience of food preparation. | |
| | Health and Safety awareness | |
| Education & qualifications | Hospitality/Catering qualification NVQ Level 2 or equivalent and demonstrable experience in delivering catering services in a busy catering or hospitality environment. | First Aid certificate |
| | Basic Food Hygiene Certificate. | |
| Personal attributes | Strong attention to detail. | |
| | Able to use own initiative and enjoy being and active part of a small, focussed team | |
| | Must be flexible and able and willing to work extra hours and weekends, bank holidays and evenings when required | |
| | Good sense of humour and common sense when dealing with the pressures of the post | |
| | Understand and demonstrate commitment to the cathedral's sense of purpose and vision | |
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Terms & Conditions

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| Job Title | Assistant Chef (part-time) |
| Contract | Permanent |
| Salary | £9 per hour |
| Hours of Work | 16 hours per week, over three days between Monday and Sunday as per rota |
| Holiday | 25 days pro-rata paid holiday per year to be taken at times to be agreed by the Head Chef with 8 public holidays each year |
| Line manager | Catering Manager |
| Place of work | Chapter House Restaurant |
| Probation | The post will be subject to a three-month probationary period, during which time, either party may give the other one weeks written notice |
| Pension | You will automatically be enrolled onto the government's Nest pension scheme but can opt out if you wish. After successful completion of six-month probation period staff are eligible to join the Church Workers Pension Scheme (contributory employer 6%, employee 3%) |
| Smoking | The cathedral operates a no smoking policy |
| Health & Safety | All staff are required to follow the policies and procedures set out in the employee handbook. The successful applicant must be able to lift, manual handle loads up to 20kgs, use step stools and manage stairs. |
| Equal Opportunities | Truro Cathedral operates under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs or cultural heritage. This applies in all we do, including our campaigns and employment practices, membership of committees, all stages of recruitment or selection processes, working practices, conditions of work, and allocation of resources. |
| Safeguarding | Truro Cathedral's safeguarding policy provides a framework to promote the welfare and protection of children and vulnerable adults. It is available at www.trurocathedral.org.uk or in the company documents area of BreatheHR. |