



## **The Coach House Café and Bistro**

### **Job Description and Person Specification**

**Job Title: Chef**

**Hours: Full Time (40 hrs/week)**

**Location: The Coach House, Ulverston, Cumbria, LA12 7JP**

**Salary: £20,000 - £22,000, depending on experience**

**Reporting to Catering Manager**

### **Background**

The Coach House Café and Bistro is located at the center of Ford Park; 8 acres of beautiful parkland and gardens, run by registered charity, Ford Park Community Group.

The Coach House Café and Bistro provides a fresh seasonal menu for visitors to Ford Park, customers hiring the meeting room and grounds for activities, private functions, and weddings. The Coach House also provides dining events with speciality menus and support the many community festivals, events and activities delivered by the community and the charity itself.

The Coach House Café and Bistro is a licenced wedding venue, which is an increasingly important revenue stream.

The Coach House Café and Bistro is a community enterprise, generating a financial surplus to support the charitable work of Ford Park Community Group.

### **Summary:**

This is a senior role responsible for the development and delivery of a high quality, seasonal café menu and evening dining. The Coach House has a reputation for high quality food and the successful candidate will need to maintain this as well as developing high quality, innovative wedding catering which meets client needs while reflecting the values and ethos of Ford Park Community Group and the quirky nature of the wedding venue.

He/She will work collaboratively with our established friendly staff team on events and activities to attract customers to the park increasing Ford Parks profile as a centre of excellence, invaluable community resource and visitor destination.

Applicants will have previous successful experience of working as a Head Chef in busy, high quality establishments and excellent planning and communication skills.

We are keen to support all employees in their ongoing professional development

### **Main Duties**

To ensure the prompt high quality provision and efficient service of all meals and catering requirements

To come up with creative ideas in line with current and future food trends and translate them to exciting and appealing menus and products with a particular focus on developing The Coach House weddings, functions and evening dining offer.

To help ensure that the Coach House Café maintains and improves its excellent reputation for high quality food.

To manage the day to day running of the catering facilities including stock sourcing and ordering, stock control, menu planning and costing.

To be responsible for maintaining a high standard of cleanliness in the kitchen and associated catering areas.

To ensure that all equipment used, is in safe working order, checked regularly and serviced as appropriate.

To assist in strategic and financial planning for the café to ensure that the project operates as a sustainable social enterprise

To assist in the provision of monthly reports to the Board of Directors on the performance of the café against budget and projected turnover

To manage the catering facilities to meet all Health and Safety and other statutory requirements

To work closely with the Catering Manager to ensure the smooth running of the café, efficient staffing levels and consistent customer satisfaction.

To work closely with the Gardener, to ensure innovative and effective use of kitchen garden produce and resources.

To assist the Chief Executive in the identification of new opportunities for business growth

The tasks described are representative of the duties it is expected the Chef will undertake. Content will be reviewed in consultation with the Chef to reflect the changing nature of the business.

## **Person Specification**

### **Experience - Essential**

At least two years experience working as a Head or Senior Chef including menu planning and costs

Experience of managing a team of staff

### **Experience – Desirable**

Experience of setting-up a new enterprise or of developing an established enterprise

Experience in working with trainees and volunteers and/or of providing staff training

### **Qualifications, Skills and Knowledge - Essential**

A professional qualification in Catering or equivalent demonstrable experience

An understanding of budgets and financial control, able to cost menus, produce budgets and financial forecasts showing gross profit margins, etc.

- IT competent.
- Good communication skills and awareness of the importance of customer service.
- Excellent interpersonal skills with people from a wide range of different backgrounds.
- Food Hygiene Certificate
- Awareness of all environmental, health & safety regulations and controls.

**Qualifications, Skills and Knowledge - Desirable**

- Personal Licence holder
- Driving licence holder
- First Aid Certificate
- HACCP
- COSSH
- Health & Safety
- An understanding or interest in food growing and gardening.
- An awareness of environmental issues

**APPLICATIONS:**

Closing date for applications is Friday 19<sup>th</sup> October, 12 noon

If you have any queries regarding the application please telephone Jill Salmon, CEO, on 01229 580666.

To apply please email or send your CV and a covering letter (describing how your experience meets the requirements listed above) to:

[jill.salmon@ford-park.org.uk](mailto:jill.salmon@ford-park.org.uk)

Jill Salmon, Ford Park Community Group, The Coach House, Ford Park,  
Ulverston, Cumbria. LA12 7JP