
Your job

Job Title: Catering and Hospitality Chef

Service: Be Well Outdoors

Grade: G5

Reporting to: Catering and Hospitality Coordinator

You will be working in a busy Residential Outdoor centre kitchen with responsibility for the overall catering operation including the preparation and service of high-quality meals for School Groups, staff and visitors to the Centre.

You will plan stock and ordering requirements in line with pre-determined menus and budgets.

You will participate in and oversee that the cleaning duties are carried out in accordance with the relevant policies and procedures in the kitchen as well as supporting in Cleaning and General Duties in the accommodation and wider site.

You will have responsibility for cash reconciliation where appropriate which will include banking and handling of money.

You will operate in line with the council's Team Wigan Behaviours and values, which underpin the new era 'Progress with Unity' plan (2024) - an innovative movement for change for the next decade.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Complete all mandatory and essential training for the role.
- Help Develop Menus
- Promote a welcoming and friendly environment for customers.
- Take responsibility for the catering provision and service of all catering requirements.
- Complete, maintain and submit all relevant documentation including Hazard Analysis and Critical Control Points (HACCP), food and equipment orders and staff time sheets.
- Comply with the relevant quality assurance standards.
- Adhere to health and safety working practices ensuring own personal safety and that of others.
- Work with other team members and colleagues to develop and maintain effective working relationships.
- Undertake regular training as and when required under the direction of the management team.
- Attend meetings including directorate level 'Listening into Action', attend regular staff engagement sessions which focus on continuous improvement and attend 2 cleaning days per year.
- Work with management team to maximise profitability through managing income levels, labour and food costs.
- Remain adaptable and respond positively to ad-hoc work location changes which will enable the centre to deliver its daily food provision to all Groups.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.
- Assist with rota's to ensure the cleaning and catering provision is to the required high standard
- Assist in the setting of menus within budget specification.
- Support the Cleaning and Hospitality Supervisor With changeovers in the residential buildings and the general upkeep of the wider site.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- City & Guilds 706/1 & 2 or equivalent level of experience in the catering industry. (Unqualified applicants must be prepared to undertake formal training to complete City & Guilds 706/1 & 2 or equivalent qualification).
- Level 2 Food Hygiene & Safety (Basic Food Hygiene Certificate).
- Excellent customer care skills with a good understanding of customer care principles
- Knowledge of basic Health & Safety principles and how to adhere to them in a kitchen environment.
- Experience of working in a busy kitchen operation.
- Enthuse and motivate your team using multiple strategies to increase productivity and positively evolve the business activities.
- Encourage the team to think differently and actively promote training and further development opportunities.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”