



grassmarket
community project



Chef

Background

Grassmarket Community Project takes an innovative approach to providing sanctuary and support to participants many of whom are amongst the most vulnerable of our citizens. Through mentoring, social enterprise and education in a nurturing environment, the project develops skills enabling participants to develop to their full potential and reconnect with themselves, others and the wider community. We provide a range of engagement activities and social enterprise opportunities for people with disabilities, homeless people, people who are roughsleeping, who have mental health issues, mental illness or neurological disorders. Social Enterprise is key to how we fund and deliver our impact.

Catering & Events <https://grassmarket.org/cafe/> <https://www.coffeesaints.co.uk/>
<https://grassmarket.org/events-space/>

Grassmarket Centre (Events) and our café and catering services have been our most commercially successfully generating millions of pounds of revenue for our charity and winning multiple awards. The Grassmarket Centre is an architectural award-winning, city-centre location and social enterprise venue within the Grassmarket area. Our main event space, meeting room and other spaces are made available for a wide variety of events. Our onsite café provides teas, coffees, cakes, breakfasts, lunches and snacks to over 100,000 customers a year. In 2021 we opened Coffee Saints, our first café entirely for the general public. All events are personalised around our customers. Catering and events are serviced and supported by a well-integrated team of professional staff and members of our community. As well as our two main cafés we have successfully run canteens and cafes for other customers around the city.

Role Purpose

The purpose of the Chef is to support the Café Manager in the day to day running of our catering services. This is a wide-ranging role requiring strong interpersonal, communication, customer service skills and a 'can-do' attitude. Above all, the post holder must have a pleasant disposition and positive attitude to the care of our customers and our members alike. As a member of the Catering Team, contribute to the provision of a quality service to meet standards in line with agreed procedures and provide a warm welcome to visitors, so that the reputation of Grassmarket Community Project is maintained and enhanced.

Key Tasks and Responsibilities

General

- Assist the Kitchen manager in the day to day effective and efficient running of the Kitchen.
- Ensure that the preparation and presentation of all dishes is to the highest standard.
- Ensure ordering is completed accurately and all menu items are available at all times.
- Develop good working relationships with staff team and ensure good relationships between staff members.
- Assist in liaising with partner representatives ensuring good communication and relationships.
- Ensure the Kitchen is set up accordingly and ready for the day's trading.
- Close down the Kitchen at the end of each shift ensuring all tasks are completed.
- Support the head chef plan and implement new menus, using seasonal ingredients.

Health & Safety

- Take reasonable care for the health & safety of yourselves, staff, stakeholders and customers.
- Ensure the completion of daily and weekly cleaning as directed in the cleaning schedule and complete to a high standard ensuring due diligence.
- Follow all HACCP & COSHH procedures
- Make sure all temperature records are completed as part of HACCP system
- Ensure all aspects of Security, Fire and emergency procedures are carried out, so that established good practises are adhered to.
- Ensure all waste is recycled in accordance with procedure, minimizing cross contamination and additional cost to the company.
- Report all accidents/incidents to the Café Manager and ensure the accident book is completed fully.
- Report any unsafe practices or broken machinery/equipment to the Café Manager, so that remedial action can be taken immediately.
- Produce and prepare food to comply with the menu in accordance with the food hygiene standards identified within our Food Hygiene Policy. This will include all hot and cold food, group catering and event catering as required.

Customer Service

- Create a welcoming friendly environment for all customers.
- Ensure all customers are served quickly in a friendly and professional manner at all times.
- Provide high levels of customer care, so that our reputation is enhanced, and sales targets achieved.

Financial

- Check all stock delivered ensuring that all shortages and discrepancies are recorded and remedied.
- Ensure that stock is ordered accordingly and that all menu items are available for sale.
- Ensure all stock is stored appropriately and used in rotation.
- Take responsibility for the security of all company belongings including equipment, stock and cash.

- Assist in the completion of accurate monthly stock counts

Training & Development

- Assist in the training of kitchen staff/modern apprentices/Pre-apprentices to the required level ensuring that they have good capability in all areas of the Kitchen.
- Participate in staff training as and when required.
- Support volunteers, apprentices, members and those with additional needs through mentoring and support
- Assist in supporting the team through achieving modern apprenticeships and SVQs.

Other Duties

- Ensure all food products are attractively displayed, including allergens.
- Assist in developing seasonal offers and loyalty offers.
- Assist in the service of a regular “open door meal”
- Assist in the service of events and bistro evenings.
- Any other reasonable duties agreed with the Social Enterprise Director or Café Manager that supports the development of the business.

Key Skills and Experience

- Experience in banqueting and menu development
- Creative and passionate about food and locally sourced fresh ingredients
- Sound knowledge of food health and safety regulations.
- Intermediate Food Hygiene Level Preferred
- Ability to work with a wide range of people staff/volunteers/manufacturers/salespeople
- Good organisational skills
- Excellent communication skills
- Ability to meet and exceed targets.
- Flexibility
- Creativity

Terms and Conditions

Location:	Flexible between Grassmarket Centre, Coffee Saints and other event locations when required.
Reports to:	Head Chef
Hours:	35 hours a week over 5/7 including weekends & some evenings
Payment:	£27,000 per annum plus 4% peoples pension
Holidays:	29 Days per year + 1 day for every year worked up to 34 days
To apply:	Send your CV and cover letter by email to catherine@grassmarket.org
Deadline:	12noon on Monday 25 th April
Start:	ideally May start

Personal Specification and Critical Competencies

Critical Competencies	Essential	Desirable
Excellent written and spoken communication skills	✓	
Ability to manage a team of staff	✓	
Ability to work to a high standard	✓	
Ability to adapt and use initiative	✓	
Excellent organisational skills	✓	
Technical knowledge/education		
Food Hygiene at intermediate Level	✓	
Managing Events		✓
Good Knowledge of MS Word and Excel		✓
Experience required for the role		
Ability to facilitate learning	✓	
Experience in adult learning and education / or group facilitation		✓
Aptitude and attitude		
Ability to work with a wide range of people with mixed abilities.	✓	
Ability to work on own initiative to agreed plans and targets.	✓	
Desire to build peoples self-esteem and confidence.	✓	
Passionate about Scottish Hospitality	✓	
Ability to control costs within budget	✓	
Creative and flexible approach to problem solving	✓	
Commitment to social justice	✓	
Commitment to the circular economy	✓	