

Urban Green Newcastle

Job Title: Pizza Chef

Salary: National Living Wage. From 1 April 2021, over 23: £8.91, 21-22: £8.36, 18 – 20: £6.56 but with added benefits including generous holiday package and share of gratuities.

Hours: Full Time and Part Time positions (Full Time, 37 hours a week and Part Time 18.5 hours a week) on a fixed term contract for two years.

This role will be straight shifts with early evening finishes but will involve regular work on weekends and Bank Holidays.

Responsible To: Café Manager and Café Team Leader

Job Purpose: To prepare fresh food daily, support the management of Urban Green Café and optimise profit in line with the ethos and values of Urban Green Newcastle and following government guidelines on COVID-19.

Principal Duties and Responsibilities:

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Work in close liaison with the Café Manager and Café team.
- Develop and manage relationships with customers, staff and suppliers.

Plan and direct food preparation including set up and make pizzas using a commercial wood fired pizza oven
- Manage portion control.
- Prepare meals and preserve food quality.
- Monitor stock levels and order supplies.
- Estimate food requirements and food/labor costs.
- Plan, cost, design and amend menus.
- Manage kitchen budget.
- Advise on equipment purchases and repairs.

- Undertake specified administrative functions for stock management, ordering and product deliveries and assist with periodic stock take.
- Work within established guidelines and operating procedures, ensuring up to date knowledge on regulations relating to health and safety at work, food handling and hygiene, fire safety, sale of alcohol, medicines and drugs and certain age-restricted products.
- Comply with nutrition and sanitation regulations and safety standards and enforce health and safety regulations.
- Keep time and payroll records.
- Rectify arising problems and complaints.
- Maintain a positive and professional approach with colleagues and customers.

Person Specification

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| Category | Essential | Desirable |
|---|---|-----------|
| <p>Skills, Knowledge and Aptitudes</p> | <p>Proven leadership skills and ability to work on own initiative without supervision.</p> <p>Proven management and organisational skills.</p> <p>Proven interpersonal skills – able to develop good working relationships, enjoy meeting and working with people at all levels and from diverse walks of life.</p> <p>Time management skills and ability to multitask.</p> <p>Ability to work as part of a team and delegate tasks.</p> <p>Proven food preparation and presentation, cooking skills and knowledge of food.</p> <p>Ability to monitor and maintain food portion control.</p> <p>Knowledge of cooking trends and best practice.</p> <p>A working knowledge of health and safety requirements.</p> <p>A working knowledge of budgets and budgetary control.</p> | |
| <p>Qualifications and Training</p> | <p>Qualification in Catering, Hospitality, Culinary Arts or Professional Cookery (City & Guilds, EDI, BTEC, GCSE, SQA, NVQ/SVQ, HNC/HND, ASET).</p> | |

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| | <p>Food Hygiene or Food Handling Certificate.</p> <p>High standard of computer literacy and competency of MS Office.</p> | |
| Experience | <p>Experience managing a kitchen in a hospitality/catering venue/setting.</p> <p>Experience recruiting and managing kitchen staff.</p> <p>Experience of operating wood fired pizza ovens.</p> | |
| Disposition | <p>Hardworking and conscientious with excellent attention to detail.</p> <p>Able to work well under pressure.</p> <p>A pleasant personality with a sense of humour and the ability to establish a rapport with a wide cross section of society.</p> | |
| Special Requirements | <p>Right to work in the UK.</p> <p>Able to work evenings and weekends, as required.</p> | |