

# Assistant Chef

Job Reference: ECC/18/52061  
Closing date: 1<sup>st</sup> February 2018  
Interview date: 5<sup>th</sup> February 2018



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# Applying For This Vacancy

Please read the information in this document before you complete your application form.

**You will need to make clear in your application form:**

- Why you are interested in the position**
- What relevant skills and experience you have (refer to the Job Description and Person Specification)**

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

Go to the job advert page and click on "Apply online". You will be asked to register before you can complete your online form. Tips on applying online can be found at:

<https://www.bracknell-forest.gov.uk/applying-job/tips-online-applications>

We will be in touch with you via your email address.

You can still access the job details/application pack and view your application form after the closing date by logging into your account. You can also check the status of your application (e.g. whether shortlisting has taken place) in the same way.

## Any problems?

If you have any queries about your application, please contact the recruitment team at [job.enquiries@bracknell-forest.gov.uk](mailto:job.enquiries@bracknell-forest.gov.uk) or call 01344 352080.

If you experience any technical issues with your application, please contact the Jobsgopublic support team at [support@jobsgopublic.com](mailto:support@jobsgopublic.com) or call 0845 835 0558.

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.



## Message from the Catering Manager

Dear Applicant

Downshire Golf Complex is an established Golf Course straddling the borders of Bracknell and Wokingham. The complex has been owned and run very successfully for the last 18 years by Bracknell Forest Council.

The diverse range of catering we offer to golfers and members of the public includes an extensive breakfast menu and a large lunchtime menu, with a traditional pub food theme. We also cater for a lot of private and golf functions including Weddings, Birthdays, society days and receptions. The catering for these events can be anything from a simple buffet to a full 4 course dinner.

The majority of all our catering is cooked from fresh produce and we pride ourselves on the quality and the value for money that we offer to our customers.

Reporting directly to the Catering Manager and Head Chef the Assistant Chef will be involved in all aspects of food preparation and service. You will need to have previous experience and a good understanding of food hygiene, and good knowledge of food preparation, knife skills and cooking theory. A relevant qualification would be an advantage.

We are looking for someone with experience in the catering industry that feels they have something to add to our team, who enjoys working as part of a small team, who is available to work varied hours between 7.30am to 4.30pm with occasional evening shifts and some weekend working.

The hours for the post will average 37 hours per week on an annual basis. This may rise at peak times but would reduce off peak. There may be times that overtime is offered and this would be paid at a flat hourly rate.

For further information or an informal discussion please contact Simon Cottee, Catering Manager, on 01344 354383.

Simon Cottee  
Catering Manager

# Job Description

Department: ECC	Section: Leisure & Culture
Salary: £18,655 per annum	Location: Downshire Golf Complex
Job Title: Assistant Chef (37hrs/Week)	October 2017

## JOB PURPOSE

- To assist the Head Chef and be able to work without supervision if required.
- To assist with the catering service as required
- To assist with the bar service as required
- To provide a consistently good standard of food service to the Complex users
- To assist with the operation and supervision of Functions, Golf Societies etc.
- To work flexible hours, including evenings and weekends to meet the needs of the business as required.

## DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Downshire Golf Complex is owned and managed by Bracknell-Forest Borough Council. The complex is managed for the Recreation & Amenities section of the Leisure Service Department.

The Assistant Chef will be based in the Catering section and will work closely with the Bar/Catering Manager & Head Chef as well as the Bar Supervisor.

- To be directly accountable to the Catering Manager for the overall responsibility but also accountable to the Golf Facility Manager.
- The general duties are to assist with the operation of the bar and catering department with a focus on assisting the Head Chef.
- To ensure an excellent level of service is maintained at all times.
- To undertake any other responsibilities and duties as directed by the Catering Manager which are compatible with the post-holders role, qualifications and experience in the interests of the authority and its service.

## MAIN DUTIES AND RESPONSIBILITIES

- To be directly accountable to the Catering Manager for the overall responsibility but also accountable to the Golf Facility Manager.
- The general duties are to assist with preparation and cooking in the operation of the kitchen within the catering department.
- To ensure an excellent level of service and presentation is maintained at all times.
- To undertake any other responsibilities and duties as directed by the Catering Manager or Head Chef which are compatible with the post-holders role, qualifications and experience in the interests of the authority and its service
- To ensure at all times, the requirements of the Food Hygiene/ Health & safety Regulations are complied with.
- To ensure at all times, the requirements of the relevant licences are complied with.
- To ensure that all kitchen equipment is used, cleaned and stored in accordance with instructions.
- To be responsible for income - the banking of monies to the cashier and the completion/ reconciliation of paying in sheets.
- To be responsible for the control of stocks, the up keep and hygiene of kitchen and catering records and to ensure all catering/bar areas are properly secured.
- To assist with the ordering/replenishment of stock and the checking of deliveries.
- To liaise with Handy Person/Duty Catering Manager regarding the repair of equipment.
- To carry out all the necessary duties involved with the preparation and service of food and drinks.

These duties are the main outline of the position but should only be taken as a summary of the position.

## SCOPE OF JOB (Budgetary/Resource Control, Impact)

The post of Assistant Chef has a key role in providing a high level of service to our customers.

The Downshire Golf Complex has 28 established posts and these are supplemented by over 16 casual staff.

# Person Specification

<b>JOB TITLE: Assistant Chef</b>	<b>SECTION: Leisure Services</b>
<b>DEPARTMENT: ECC</b>	<b>October 2017</b>

<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Good basic knowledge of food prep, service and knife skills.</li> <li><input type="checkbox"/> An understanding and knowledge of cooking theory and practice.</li> <li><input type="checkbox"/> Good general standard of education.</li> <li><input type="checkbox"/> A high level of understanding and practice of food hygiene</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Basic food hygiene.</li> <li><input type="checkbox"/> City &amp; Guilds/ NVQ 2 or above.</li> <li><input type="checkbox"/> Knowledge of basic health &amp; Safety issues;</li> <li><input type="checkbox"/> Knowledge relating to techniques maximising sales</li> </ul>
<b>Competence Summary</b> (Abilities, skills, experience)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Previous experience in a 'cook to order' environment.</li> <li><input type="checkbox"/> Is competent with handling money and is able to use an electronic cash register.</li> <li><input type="checkbox"/> Ability to work under pressure and to tight time scales.</li> <li><input type="checkbox"/> Can work to high standards and will only work to those standards expected.</li> <li><input type="checkbox"/> Can work as part of a small team and is willing to diversify.</li> <li><input type="checkbox"/> A person that is open to criticism.</li> <li><input type="checkbox"/> Can work to strict instruction.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Has experience working in an al a carte environment.</li> <li><input type="checkbox"/> At least 2 years experience working in a commercial kitchen.</li> <li><input type="checkbox"/> Has experience in menu and recipe design.</li> <li><input type="checkbox"/> Experience in buffet and function work.</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Can communicate clearly and precisely.</li> <li><input type="checkbox"/> Ability to work with minimal supervision.</li> <li><input type="checkbox"/> Polite punctual and of smart appearance</li> <li><input type="checkbox"/> Flexibility; ability and willingness to work early mornings, evenings &amp; weekends when required.</li> <li><input type="checkbox"/> Must be able to cope with the physical demands of the job, such as prolonged standing.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Previous experience in working in a customer facing environment.</li> </ul>
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Is able to work on their own with little guidance from management</li> <li><input type="checkbox"/> Professional attitude</li> <li><input type="checkbox"/> Well presented</li> </ul>	

The following links take you to our **About**

**the Section** information about Downshire Golf Complex  
<http://www.bracknell-forest.gov.uk/downshiregolfcomplex>

The following link takes you to our **About the Department**

about our Department you to more information  
<http://www.bracknell-forest.gov.uk/environmentcultureandcommunities>

**The Post** to the Catering Manager and Head Chef the Assistant Chef will be

Report directly  
involved in all aspects of food preparation and service. You will need to have previous experience and a good understanding of food hygiene, and good knowledge of food preparation, knife skills and cooking theory. A relevant qualification would be an advantage.

It is important to us that you **Learning and Development**

good job. We actively encourage **Development** and ability to do  
all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analyses to identify skills gaps and personal development opportunities.

As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.

**Staff Benefits** [bracknell-forest.gov.uk/jobs/working-council](http://www.bracknell-forest.gov.uk/jobs/working-council)

**ts**

Please visit <https://www>

## Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. The post will be offered as a permanent appointment subject to **one** month's notice on either side.

Offers of appointment are subject to satisfactory references and medical clearance. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

## Salary

The salary is £18,655 per annum.

The basic hours **Working Hours** for **Hours** will average 37 hours per week on an annual basis.

This may rise at the post wi

peak times but would reduce off peak. There maybe times that overtime is offered and this would be paid at a flat hourly rate.

## Holidays

The annual holiday entitlement is 23 days plus bank holidays. Annual holiday entitlement increases with length of service (4 extra days after 3 years continuous Local Government service).

To give you extra flexibility, you have the option of buying, selling or banking annual leave. By arrangement with your manager, you can buy or bank up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year).

## Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.

# More About Applying

## References

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

For posts in contact with children/young people or adults at risk employment references will not be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc

## Working In The UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

## Positive About People With A Disability

We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.



## Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

## Medical Questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

## Rehabilitation of Offenders Act 1974

You are required to give details on the application form of all convictions, cautions, reprimands, orders and warnings, except 'spent' convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with us.

You must declare any unspent convictions, cautions, reprimands, orders and warnings. Please see below for details:

<b>Sentence</b>	<b>This applies from the <u>end</u> date of the sentence</b>
Custodial sentence of over 4 years or a public protection sentence	Never spent
Custodial sentence of over 2 ½ years up and including 4 years	7 years from the date upon which the sentence is completed
Custodial sentence of over 6 months but less than and including 2 ½ years	4 years from the date upon which the sentence is completed
Custodial sentence of 6 months or less	2 years from the date upon which the sentence is completed
Community Order / Youth Rehabilitation Order	1 year from the date the order was imposed
Fine	1 year from the date the fine was imposed
Absolute discharge	No rehabilitation period
Conditional discharge, bind over order, attendance centre order, hospital order, referral order	Period of order

**Rehabilitation period**

To find out more about the recruitment of Ex-Offenders visit: <https://www.bracknell-forest.gov.uk/applying-job/guidance-recruitment-ex-offenders>

# What Happens Next To Your Application?

To find out more about the recruitment process please visit <http://www.bracknell-forest.gov.uk/the-recruitment-process.pdf>