Recruitment Pack

THE
FIRE STATION
BRASSERIE

About Us

We are a company that is wholeheartedly about giving best in class hospitality. Comprising of three venues:

- **Cooling Castle Barn, Cooling, Hoo Peninsula**

COOLING CASTLE BARN
EST. 1995

- **The Fire Station, Chatham**

THE FIRE STATION BRASSERIE

- **The Vines of Rochester, Rochester**

THE VINES

Each has a unique, interesting, and different presence in the local hospitality industry. However, the one thing that is importantly consistent across venues is our people's inherent belief in creating great customer experiences and seeing each individual (whether a team member of customer) for who they are and how they wish to be treated.

Although every role is advertised at a specific venue, from the start you will be required to work with different team members at different venues. We know this creates an exciting work environment for you, and the opportunity to expand your knowledge & skill set.

We promise a value system based on creating an inclusive working environment, we expect individual accountability, but we will always take the time to provide all the training needed. We look to find the best in every single member of the team.

Job Description

Dept/Team: Kitchen – Head Chef – Fire Station	**Location:** Rochester, although travel to all 3 sites will be required
Hours: 48 hours per week including evenings, weekends, and public holidays	**Duration:** Permanent
Responsible To: Operations Director	**Responsible For:** **The Fire Station** **Brasserie Kitchen**
Works With/Key Contacts: Kitchen team across all venues Front House team Senior Managers	**Salary:** £32,000 plus 10% performance related bonus

Main Purpose of the Role

Responsible for the consistent preparation of innovative and creative cuisine of the highest quality resulting in outstanding guest satisfaction.

Additionally, responsible for the smooth running of the kitchen and to manage areas of profit, stock, wastage control, hygiene practices and training within the kitchen.

This includes:

- Display exceptional leadership by providing a positive work environment, counselling employees as appropriate and demonstrating a dedicated and professional approach to management.
- Construct menus with new or exciting culinary creations ensuring the variety and quality of the servings

For maximum flexibility in our departmental teams, all rotas are organised by operations at a central level for the 3 venues. You will be consulted on the planning of your team's movements, holidays, training & progression but will have no overriding ability to set schedules for yourself or team members.

Responsibilities/Objectives	**Approx. % of time**
Cooking and food preparation: • Manage the cook line during the day to day service. • Responsible for preparing and producing dishes and be an active participant during service. • Plan orders of equipment or ingredients according to identified shortage	40%
General management: • Understand employees positions well enough to perform duties in employee's absence or determine appropriate replacement to fill gaps. • Provide guidance and direction to staff, including setting performance standards and monitoring progress. • Advocate sound financial/business decision making, and demonstrate honesty, integrity, leading by example. • Plan orders of equipment or ingredients according to identified shortages. • Frequently review finished products for quality and presentation before the orders are sent to guests. • Actively provide feedback to enable the relevant department to respond to and handle guest problems and complaints. • Obtain feedback on food quality, presentation and service levels and provide feedback to the kitchen team. • Ensure correct grooming and hygiene standards for all kitchen staff are meet. • Work with Kitchen staff from all three venues.	20%
Staff Training • Maintain kitchen organisation, staff ability, and training opportunities. • Train on the fundamentals of good cooking and excellent plate presentations. • Train, develop and motivate staff to meet and exceed established food preparation standards on a consistent basis. • Keep training records and escalate any issues to Operations. • Ensure that all kitchen staff are fully trained in both Food Hygiene and Allergies.	10%

Stock: • Oversee and organise kitchen stock and ingredients and delegate this in your absence. • Manage food and product ordering by keeping detailed records and minimise waste, plus work with existing systems to improve waste reduction and manage budgetary concerns. • Help maintain good relationships with suppliers to ensure reliability and fair prices. • Stock takes to be produced monthly and report to Operations and Directors.	10%
Legislative requirements: • Understand and have a working knowledge of all current Health and Safety legislation and Food Hygiene legislation and to be conversant with the rules. • Be aware of current Hygiene procedures and ensure that whilst on shift they are adhered to by all Kitchen staff and visitors to the Kitchen. • Ensure a stock rotation system is in place and that all food products are properly dated and organised for quality assurance. • Complete and maintain the cleaning schedule and opening and closing check sheets. • Maintain a food hygiene rating of 5.	10%
Menu planning: • Ongoing management and development of menus. • Determine how food should be presented and create decorative food displays. • Recognize superior quality products, presentations, and flavour. • Provide allergen details to both FOH and Kitchen team. Ensuring that all staff are aware of the allergens and can assist guests when required.	5%
Budgets: • Work within specified budgets and report costings to Director and Operation on weekly basis. • Achieve food budgeted costs controls, ensuring minimum wastage.	5%

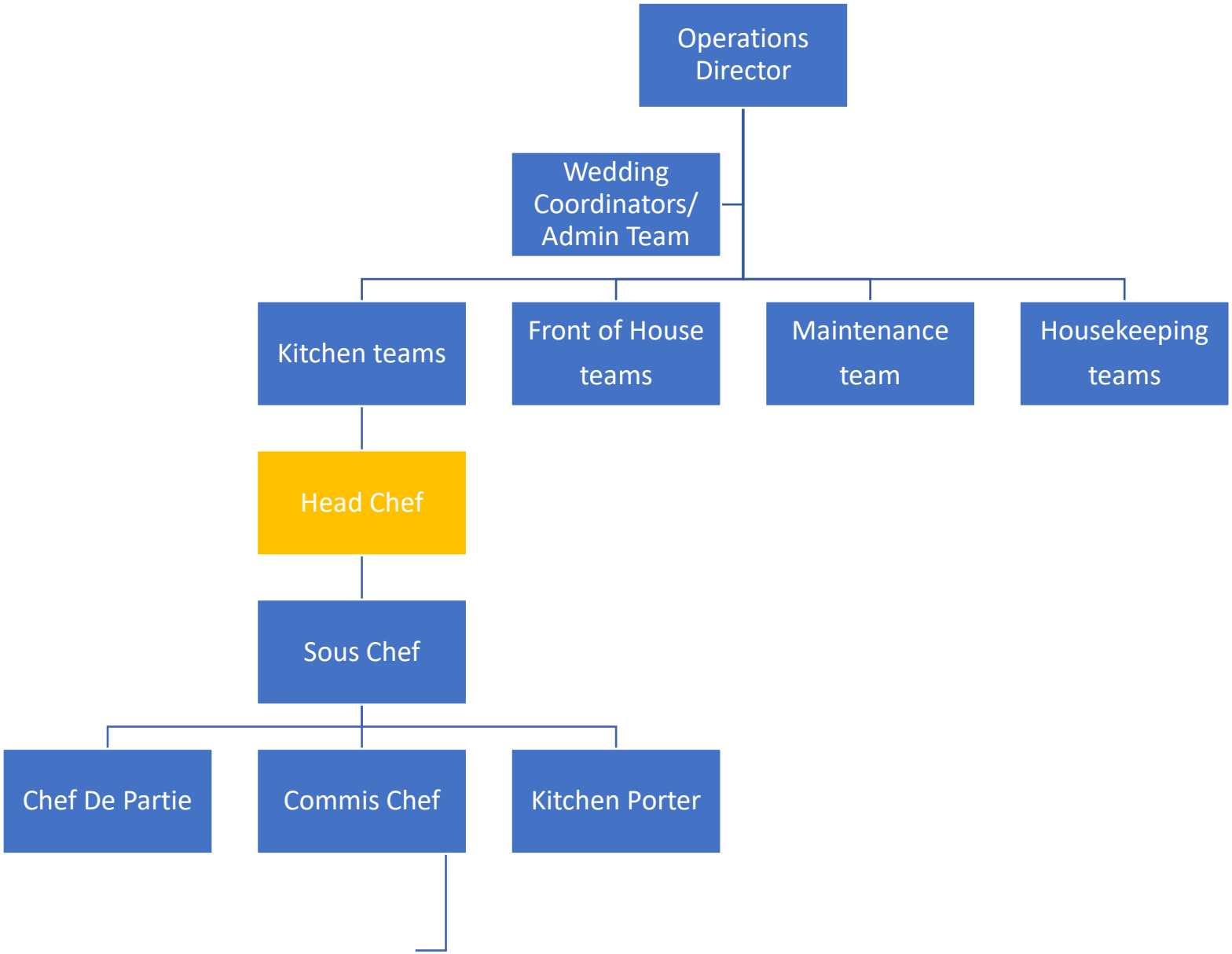
The above job description is intended to be an outline of the duties and responsibilities for this role. This is not an exhaustive list, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role and grade.

Person Specification

Essential

Job Specific	Formal culinary training, previous restaurant experience, extensive food and beverage knowledge. Fully competent with knife skills, understanding classic cooking techniques.	
	Food safety Awards level 1,2 and 3	
	Knowledge of restaurant regulations	
	Minimum of 2 years relevant experience	
	Positive and engaging personality and professional appearance. Excellent communication skills, comfortable working with members of the public.	
	Ability to cope under pressure, in a calm and efficient manner to set deadlines	
	Strong task and time management abilities.	
Core Skills	**Communication skills** Able to interact with staff and managers in an appropriate, courteous, and responsive manner.	
	Empathy & Resilience Ability to show empathy and be resilient when dealing with colleagues & customers.	
	Time management Strong task and time management abilities. At peak service times, must feel comfortable delivering under pressure whilst maintaining a positive attitude	
Values	Integrity	- Acting with integrity – maintaining an open and honest attitude. - Having loyalty towards the company & each other
	Respect	- Respecting internal & external customers at all times & behaving with emotional intelligence. - Treating everyone as an individual, understanding everyone has strengths and weaknesses. - Work together to overcome problems, a blame culture will not be tolerated. - Maintaining a sense of pride & accuracy in your work
	Community	- Fulfilling the shifts allocated to you, understanding the negative impact of unauthorised absence on the rest of your team. - Show flexibility & willingness to help customers, team members & the management team. - Maintaining a positive can-do attitude, even when under pressure - Going the extra mile to deliver above and beyond what's expected - Encourage energy & fun through your actions and behaviours in the workplace.
	Commercial	- Speak up - Always look for ways to improve the product we deliver, give feedback in an honest, candid & respectful way. - Be a proactive problem solver.

Position in the Company:



Staff Benefits

We offer our staff a wide range of benefits to reward them for the value that they bring to Battersea, to support them in their work, to help improve their health and wellbeing, and maintain a healthy work-life balance.

We intend to offer these benefits on an ongoing basis but may amend or withdraw them at any time.

Pension Scheme

Our group personal pension scheme is available to all members of staff. New eligible staff will be auto enrolled into our pension scheme in their third month of employment, if they meet the eligibility criteria, at our standard rate of 5% staff contribution, 3% employer contribution.

Annual Leave

Staff are entitled to 28 days annual leave including bank holidays (pro-rata for part time staff)

Gym Membership

The company will make a 50% contribution towards membership of The Gym in Strood, or an equivalent amount at a Gym of your choice.

Cycle to Work Scheme

We offer a Cycle to Work Scheme to encourage health and fitness. This enables you to save up to 40% of the cost of the purchase of a bike and safety equipment, up to a maximum value of £1,000 including VAT, by having this cost recovered from salary over a 12-month period and so saving tax and National Insurance on this cost.

Paid Maternity Leave

All pregnant staff are entitled to up to 52 weeks' maternity leave regardless of length of service. These are paid under Statutory Maternity Pay guidance.

Paid Paternity Leave

Fathers to be or staff who will share the responsibility with a partner for bringing up a child, may have the right to Statutory Paternity Leave and Pay.

Employee Assistance Programme

We offer a Staff Assistance Programme to all staff free of charge. It offers completely confidential and impartial support, information, and counselling service to staff on legal, financial, debt management and emotional issues.

Sabbatical Leave

Staff who have worked with us for five years or more can request six months unpaid sabbatical leave for personal or professional development, such as learning new skills or travel.