

## JOB DESCRIPTION

<b>Job Title:</b>	Head Chef
<b>Department:</b>	Front of House
<b>Location:</b>	Wildheart Animal Sanctuary, Sandown, Isle of Wight
<b>Reports To:</b>	Front of House / Trading Manager
<b>Supervisory Responsibilities:</b>	Kitchen Staff
<b>Functional Relationships:</b>	Chief Operating officer, Trading Supervisor, Staff and Visitors
<b>Contract</b>	Permanent – Full Time

### Who Are We

The Wildheart Trust is a registered charity which is dedicated to rescuing animals from cruelty and optimises their power as ambassadors to end animal exploitation and protecting their wild counterparts. The Trust runs the Wildheart Animal Sanctuary and provides governance for its conservation aims.

Never before have the realities of widespread animal exploitation and abuse been so apparent. We aim to end animal cruelty in captivity, whilst ensuring cohesive and well-functioning ecosystems in the wild.

The Trust actively campaigns to end practices that drive animal suffering in captivity. In addition, it links the rescued animals with its conservation work, providing funds and technical support to in-situ conservation programmes for tigers in India, lemurs in Madagascar and native species here in the UK.

### General Function of the Position

To prepare, cook and deliver food to a consistently high standard whilst minimizing waste and maximizing profitability. In collaboration with the Trading Manager, plan seasonal promotional menus and help to develop ethical and responsibly sourced menu items. Ensure the move to a plant-based menu is seamless and delivers on the Charities needs. Above all deliver a delicious range of options for all ages and dietary requirements. To manage stock purchase and control, ensuring kitchen stays on track with budget.

### Organisational Values

The Wildheart Trust has three values that form the core of how employees carry out their work at The Wildheart Animal Sanctuary and across any future organisational developments it may have. The values shape the culture of the organisation and demonstrate what is important within The Wildheart Trust. These values focus on how we do our job and how we conduct ourselves in the workplace, and as a Trust:

- We are united and thrive as a team
- Every interaction is an opportunity to impress

- We are purposeful and at the forefront of change

Key Tasks	
<b>Catering</b>	<ul style="list-style-type: none"> <li>• Alongside the Trading Manager develop an offer that moves the café to a delicious planet friendly menu that is profitable and attractive to customers.</li> <li>• To prepare, cook and deliver food to a consistently high standard.</li> <li>• Ensure waste is minimised and profitability is maximised, keeping catering spend on track with budget.</li> <li>• To maintain the highest standards of presentation and service.</li> <li>• Work with the Trading Manager to enhance and develop the catering offer in the Wildheart Café ensuring it supports the charities objectives.</li> <li>• Analyse recipes to assign prices to menu items based on food, labour, and overhead costs.</li> <li>• Recommend price changes to the Trading Manager as needed in line with changing raw ingredient costs.</li> <li>• Flag opportunities for the café offering to the Trading manager.</li> <li>• Maintain a high level of excellence and consistency, even when under pressure.</li> <li>• Ensure a professional working environment and carry out instructions as given by management</li> <li>• Ensure all diets are catered for – eg// gluten free</li> <li>• Develop ethical and responsibly sourced menu items</li> <li>• Ensure the kitchen is kept to a 5 star food hygiene rating</li> </ul>
<b>Stock Control</b>	<ul style="list-style-type: none"> <li>• To oversee purchase and control of stock in the café, in line with any third-party purchasing agency. Ensuring an appropriate supply is readily available.</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Assist with planning promotional offerings and catering side of events with the Trading Manager</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• To comply with all health and safety requirements as per the Wildheart Animal Sanctuary Health and Safety Manual.</li> <li>• To ensure the kitchen is kept to the highest standards of hygiene</li> <li>• To ensure all health and safety systems of work are adhered to in the kitchen by all staff members</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Attend formal and informal training as required.</li> </ul>
Person Specification Details	
<b>Qualities</b>	<p>We are looking for someone who can demonstrate passion and commitment to prepare food of the highest quality in a timely manner.</p>

	<p>The successful candidate will be committed to producing and showcasing delicious planet friendly dishes.</p> <p>Flexibility to work weekends and evenings.</p> <p>Previous experience in the kitchen, excellent standards of cleanliness and food hygiene are required.</p>	
Qualifications	NVQ Level 3 Supervising Food Safety for Catering or equivalent qualification desirable. Level 2 essential.	
Experience	3 years previous experience of cooking and food preparation in a high volume, casual dining setting.	
Availability	Candidates must be available during seasonal busy periods.	
<b>Skills and Abilities</b>		
<b>Time management</b>	Ability to prioritise workloads and work to deadlines.	
<b>Customer excellence</b>	Exceptional customer awareness and ethical beliefs.	
<b>IT</b>	IT skills – comfortable with Microsoft Office.	
<b>Communication</b>	Strong communication and people skills including a positive, friendly and approachable attitude at all times towards visitors to the sanctuary.	
<b>People management</b>	Being hands-on and leading by example.	
<b>Living the values</b>	An understanding of the values and behaviours expected within the role.	
<b>Charitable outputs</b>	An understanding of how this role supports the delivery of our charitable outputs.	
<b>Signatures</b>		
Signed: (Line Manager)		Date :
Signed: (Employee)		Date :