

PETERLEE TOWN COUNCIL



CANDIDATE PACK

POST: Bistro Chef

REFERENCE: PTC 15

CLOSING DATE: 12.00 noon on Friday 12th March
2021

FUNK-A-DELI café & bistro

Bistro Chef

Funk-a-deli is a newly re-modelled café & bistro the Pavilion on Helford Road, Peterlee focused on healthy food to eat in and takeaway. Our relaunch in early 2021 will see us specialising in Jacket Potatoes and Paninis cooked to order, great coffee and tasty treats, as well as the occasional Funk-a-deli specials!

Our mission at Funk-a-deli is to bring the people and businesses of Peterlee a healthy alternative to traditional takeaways and ready meals, and cosy environment for customers to meet and relax. We take pride in sourcing as many of our ingredients from local businesses as possible.

We are looking for a creative and enthusiastic chef who can prepare high volumes of healthy food and is able to make healthy, natural ingredients become delicious, presentable meals to drive our business forward.

Passionate about fantastic food and coffee and providing amazing service, you will be working with/leading a small team where everyone does a little of everything, i.e., preparing and serving tasty food and drinks, greeting customers and cleaning.

We are looking for a Bistro Chef who:

- Has a passion for cooking delicious and healthy food.
- Is creative and can bring fresh ideas.
- Loves to be part of a team.
- Has high energy.
- Has a positive outlook and attitude.
- Is a great communicator and enjoys working directly with customers.
- Fully understands food hygiene, health and safety compliance, with a minimum of level 2 certificate in food hygiene and working knowledge of HACCP.
- Has a minimum of NVQ level 2 in catering.
- Works well under pressure in a fast-paced, flexible working environment.
- Has an understanding of food, nutrition and sourcing local ingredients and shares our passion for local produce.
- Understands and can take responsibility for stock ordering, control, and management.

If this sounds like you, then please get in touch!

GUIDANCE NOTES

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please tell us anything you think is relevant to the job you are applying for. You will need to give us enough information so that we can judge whether you are suitable for the job.

For example, if the job requires experience of report writing, tell us about the type of reports you have written, the main contents and who the reports were for.

You may have relevant experience from activities outside work, this could be just as good as work experience.

PERSONAL DETAILS

This section must be completed and contact details provided.

REFERENCES

Please ensure that you give details of two referees with which the information given on your application form can be confirmed, as well as providing us with information relating to absences, disciplinary record and suitability for the position applied for.

One of the references must be your present or most recent employer and, if you are a recent school leaver, one should be from your head teacher of your last school.

It is the policy of the Town Council to seek references prior to interview. If you have any objections to the references being sought at this stage ensure this is made clear on the application form.

EQUAL OPPORTUNITIES

Please also complete the Equal Opportunities Monitoring Form, this enables Peterlee Town Council to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability rights Commission, that employers should monitor selection decisions to assess whether equality of opportunity is being achieved.

The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

IF YOU HAVE A DISABILITY

If you have a disability which prevents you from meeting any of the criteria, tell us about this in your application. Please tell us what we could do to help you meet the criteria.

If you need help in completing the application form or need information in a different format (larger print), please let us know. If you have a disability, we will offer you an interview as long as you meet the essential requirements of the job.

The Equality Act 2010 defines 'disability' as follows:

'A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day to day activities.

DATA PROTECTION

The information on this form may be entered onto a computer and used for statistical, administrative and payroll purposes. Under terms and conditions of the DATA PROTECTION ACT 1998 the data will be treated in a secure and confidential manner and not kept any longer than necessary.

Thank you for your co-operation in completing this form.

PETERLEE TOWN COUNCIL

JOB DESCRIPTION

POST: FULL TIME BISTRO CHEF

GRADE: SCALE 4 - SPINAL POINTS 7-11 (£20,092 - £21,748 PER ANNUM)

This post reports to the Centre Manager at The Pavilion Sports & Community Centre.

Main Purpose of the Job

To source, plan, prepare, cook and serve meals and drinks at Funk-a-deli bistro & café at The Pavilion Sports & Community Centre.

Main Duties and Responsibilities

1. To design and deliver a tasty profitable menu
2. To prepare and serve food and drink to Bistro customers, including point of sale cash handling
3. To review sales analyse costs and revenue and to pro-actively seek ways to generate additional income and explore cost saving solutions
4. To be responsible for stock control and stock audits for the Bistro
5. To be responsible for reconciling and reporting revenue each day of trading
6. Working on your own or supervising Bistro Assistants/Casual employees in the bistro kitchen and other areas.
7. The ordering, planning and preparation of food to the correct portion sizes for the Bistro within menu and budget guidelines as agreed with the Centre Manager.
8. To monitor and maintain consistent food standards and quality across all areas and during all stages of production and service.
9. Stock rotation and use by dates for the production of food are followed and food is produced so not to contribute to waste.
10. Take a lead role in providing excellent customer service, making sales, cash handling and end of shift cash reconciliation.
11. To ensure high levels of safety and hygiene are maintained and ensure all HACCP procedures are always followed
12. Complete the daily and weekly food safety management records to comply with food safety regulations including allergen sheets etc.
13. Complete daily and weekly cleaning schedules to indicate the work has been completed.
14. Ensure that appropriate chemicals are used in the correct manner to clean the kitchen area in accordance with training and C.O.S.S.H regulations.
15. To adhere to approved working practices, methods and procedures and to attend training sessions as directed by management.
16. The postholder is expected to work flexibly and to undertake any other duties commensurate with the post which contribute to the delivery of the Town Council services.

Hours and Place of Work

Hours of work will be 37 hours per week, which will routinely involve weekend and evening working. The work will predominantly be carried out in the Bistro at the Pavilion but may vary in location at times.

PETERLEE TOWN COUNCIL
PERSON SPECIFICATION
BISTRO CHEF – Funk-a-deli café & bistro

	Essential	Desirable	Method
Qualifications	<ul style="list-style-type: none"> • NVQ Catering qualification level 2 or above • Food Safety level 2 	<ul style="list-style-type: none"> • Relevant industry NVQ Level 3 or equivalent • Food Safety level 3 	Application form Certificates
Experience	<ul style="list-style-type: none"> • Previous experience of working in high quality commercial food preparation environment • Experienced in planning and costing menus 	<ul style="list-style-type: none"> • Experience of working in a busy environment • Previous kitchen budget control experience • Cash handling and reconciliation 	Application form Interview
Knowledge	<ul style="list-style-type: none"> • Good understand of food safety • Practical knowledge of HACCP and health and safety at work 	<ul style="list-style-type: none"> • Knowledge of C.O.S.S.H.H • Knowledge of stock ordering and effective stock control 	Application form Interview
Skills	<ul style="list-style-type: none"> • Effective people skills • Food preparation and presentation skills • Literate and numerate • Record keeping and attention to detail 	<ul style="list-style-type: none"> • Excellent verbal communication skills • Good organisation and time management skills 	Interview
Personal Attributes	<ul style="list-style-type: none"> • Enthusiasm and flair for cooking with fresh ingredients • Passion for excellent customer service • Able to rise to new challenges • Willing to work evenings and weekends routinely as part of work schedule to suit business needs • Willing to undertake training • Team worker • Able to work with minimum supervision, take responsibility show initiative • Good communicator • Able to remain calm under pressure • High standard of personal hygiene 		Application form Interview



PETERLEE TOWN COUNCIL

APPLICATION FOR EMPLOYMENT

**Post Applied for
Department:**

**BISTRO CHEF
THE PAVILION**

Grade:

**SPINAL POINT 7-11
(£20,092 - £21,748 PER ANNUM)**

**Closing date for applications: 12.00 noon on Friday 12TH March
2021**

FORM NO.

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**Please ensure that all relevant sections are completed
and fullest details / information disclosed**

Present Appointment

Present Appointment:

Name & Address of Employer:

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Present Grade (if applicable):

Salary:

Date commenced present post:

Period of Notice:

Duties & Responsibilities:

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Education

Details of Schools, Colleges and Universities attended:

From	To	School/College/University

Qualifications Achieved & Grades

(state whether GCSE/CSE/GCE/ONC/Degree/RSA/Northern Counties/NVQ etc.)

Type/subject	Grade

Do you possess a clean driving licence? Yes No

Do you have your own transport? Yes No

Membership of Professional Bodies

Name of Professional Body,	Grade of Membership,

Previous Appointments

From	To	Employers Name & Address	Post Title	Reason for Leaving

References

Please list the names and addresses of two referees (one of whom should be your present employer, or previous employer if currently unemployed). If you do not wish your present employer to be contacted until an appointment decision has been made please tick.

Name:

Name:

Position:

Position:

Address:

Address:

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Tel no

Tel no

Email Address

Email Address.....

Supplementary Information

Please state why you feel you are suited to the post. Include any information concerning relevant experience, training and skills you possess which would enhance your application. Please relate your response to the details outlined in the person specification / job description for the post in question.

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Please use additional sheets as necessary.

Equal Opportunities in Employment

Job Title BISTRO CHEF
FORM NO.

The following information is needed to monitor the effectiveness of our systems in promoting equal opportunities at Peterlee Town Council. Please help us by answering the following questions. This information will not be used in the selection of candidates.

TITLE & SURNAME		
FORENAME		
ADDRESS		
EMAIL ADDRESS		
TEL NO	HOME	WORK
DATE OF BIRTH		SEX: MALE/FEMALE
MARITAL STAUS		NAT INSURANCE NO

I would describe my ethnic origin as being:

A) White
 British
 Irish
 Any other white background, please specify
background,

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D) Black or Black British
 Caribbean
 African
 Any other Black or Black British
please specify

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B) Mixed
 White & Black Caribbean
 White & Black African
 White & Asian
 Any other white background, please specify

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E) Chinese or other Ethnic Group
 Chinese
 Other, please specify

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C) Asian or Asian British
 Indian
 Pakistani
 Bangladeshi
 Any other Asian background, please specify

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Are you related to a Member or Senior Officer of the Council? Yes No
If yes, please state the name, position and the relationship (*e.g. uncle, aunt, mother, father*)

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The Information given in this application is to the best of my knowledge correct in all aspects.

Signed

Date

Disability Monitoring Form

The Disability Discrimination Act (1995) came into force in December 1996 and the Act protects anyone who has a disability which makes it difficult for them to carry out normal day to day activities.

The disability could be physical, sensory or mental. It must be substantial and must last or be expected to last for twelve months.

Do you consider yourself to be covered by the definition regarding disability as set out in the Act?

Yes No

If yes, please outline briefly your disability: -

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What assistance do you require from the Authority in the following areas-

a) **completing application form** e.g. tape, personal help in completing form, delivering the completed form etc.

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b) **attending for interview** - access to premises, travelling arrangements, timing of the interview, type of interview, induction loop etc

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c) **carrying out the job once appointed** - employers have a duty to consider what reasonable adjustments could be made to working practices or premises to overcome the effects of a disability e.g. hours of work, access to premises, special equipment etc. please detail:

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Where did you see this post advertised?

Please return your completed application form to: -

council@peterlee.gov.uk or post to

**Peterlee Town Council
Council Offices
Shotton Hall
Peterlee
Co. Durham
SR8 2PH**

CLOSING DATE: 12.00 noon on Friday 12th March 2021