



The Architectural Association

HOOKE PARK CHEF / CATERING MANAGER

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| Salary: | £30,000 to £32,250 |
| Location: | Hooke Park, Beaminster, Dorset |
| Department: | Hooke Park |
| Reporting to: | Head of Hooke Park |
| Contract Type: | Permanent |
| Hours of work: | Full time, 35 Hours, Monday – Friday. |

Hooke Park is the AA's woodland site in Dorset owned by the AA since 2002. The 150-hectare working forest is owned and operated by the AA and contains a growing educational facility for design, workshop, construction and landscape-focused activities. It is used by visiting groups of London-based students. The site has a team of staff on site consisting of academics, administration, technicians, catering and cleaning staff.

Role Overview

The Hooke Park **Chef / Catering Manager** is an experienced Chef able to take responsibility for managing a busy kitchen, cooking tasty and nutritious vegetarian meals for staff, student and visitors in a vibrant and exciting education environment.

Main Responsibilities

- To manage all catering staff involved in the preparation and serving of food, including preparing rotas to ensure adequate cover and make any backup arrangements as required.
- To liaise with the Hooke Park Coordinator on visitor numbers and the schedule of groups, and to ensure catering is provided for our guests as required.
- To act as Chef and prepare fresh nutritious vegetarian meals, both independently and in collaboration with other catering staff.
- To devise weekly healthy and nutritious vegetarian menus for residents and visitors, taking into consideration any requests from students and staff as well as any allergies or food intolerances.
- To provide high-quality catering at Hooke Park events as required.
- To be responsible for health and safety in the kitchen including keeping health and safety documentation up to date and ensuring processes and procedures are followed. To liaise with the Health and Safety staff of the AA and external food safety consultants on health and safety obligations.
- To stay current in health and safety and legislation affecting catering, undertaking

- training, and ensuring all Catering staff are trained as required.
- To ensure that portion control is observed consistently.
 - To ensure organisation of quality food service, including procurement of food and non- food stock,
 - To manage the agreed Catering budget, operating within budgetary constraints, making cost savings where possible and reporting as required to the Head of Hooke Park on costs.
 - To process catering related invoices with accounts and maintain records.
 - To ensure the equipment is maintained and faults reported and to liaise facilities and maintenance team on repairs.
 - To ensure that the kitchen is always kept clean and tidy.
 - To maintain food safety, during both preparation, and production.
 - To remain current in food safety and allergen training.
 - Taking regular inventories of stock.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

All staff must:

- Comply with all legislative and regulatory requirements (e.g. Finance, HR, Health & Safety)
- Adhere to the requirements set out in the AA Code of Behavioural Expectations and other institutional policies.

Person Specification

- The post holder must be confident and experienced in producing nutritious, fresh vegetarian food for a wide range of international tastes.
- They must work well with others and be able to manage a team.
- They must be enthusiastic and willing to adapt to using seasonal and local ingredients.
- The successful candidate will be cooking for groups of between 15-45, sometimes working alone and at other times working alongside others.
- Relevant catering experience and current food safety and hygiene certificates are required.
- Own transport is necessary due to the remote location

Creative thinking and problem-solving are essential skills for AA employees. Ideal candidates will be high-energy individuals and team players.