



**Job Title:** Head Chef

**Salary:** £27,000 per annum

**Contract:** Permanent. Full Time

### **Scope of role**

The City Centre is looking for a Head Chef to deliver a dynamic and unique experience for its customers for corporate meetings, conferences and evening receptions. The Chef will be responsible for all aspects of the service including cooking, serving, ordering and staff. The Centre has a fully equipped kitchen.

This is an exciting opportunity to develop an identity as an independent caterer and become part of a growing cultural institution that will become the City's hub for discussion and debate about the built environment. Hours are mainly Monday to Friday daytime with some early/evening shifts to cover events on an ad-hoc basis.

### **Background**

The City Centre is the place to come to learn all about the Square Mile - the unsurpassed heritage of its architecture; its present offer as a world class financial centre and collection of cultural institutions; and its exciting future as a unique built environment that is vibrant, innovative and forward-looking.

The City Centre (TCC) is a corporate property asset within the Guildhall complex. It houses the City Model and includes an exhibition space for key themes about the City Corporation and the Square Mile, as well as a temporary exhibition gallery presenting a changing programme of exhibitions linked to architecture and the built environment of the City.

The Director has developed a programme of activity to make The City Centre a public space with a new gallery space, public events and an education programme. Following a recent department expansion, the role of Head Chef will report to the new Head of Events, helping to increase revenue and making The City Centre a first-rate venue for meetings, conferences and events. In addition, the Venue Hire team support the wider programme including supporting the Centre's public and education events.

### **Reports to**

Head of Events

## **Main duties and responsibilities**

- Managing the food and beverage provision for functions and events (breakfasts, lunches, canapés receptions and occasional dinners)
- Developing a unique identity for the Centre's catering
- Planning new menus in consultation with Head of Events/Director
- Ensuring food hygiene and health and safety regulations are strictly observed
- Monitoring the quality of the product and service provided
- Maintaining stock levels and ordering new supplies as required
- Keeping financial and administrative records
- Supervising catering staff at functions
- Liaising with suppliers and clients
- Interacting with customers/front of house
- Negotiating with customers, assessing their requirements and ensuring they are satisfied with the service delivered
- Keeping abreast of trends and developments in the industry, such as menus and trends in consumer tastes

## **Person Specification**

### **Essential Qualifications and Experience**

- A catering and hospitality background based in hotels, Museums, B&I or education sector
- Food safety management systems
- Menu creation and costing

### **Desirable Qualifications and Experience**

- Level 3 Food Hygiene certificate
- Supervisory experience for temporary kitchen and waiting staff
- 7061/2 trained or equivalent
- Pastry experience
- Experience of canapés service/ display and fine-dining

### **Essential Skills and Abilities**

- Excellent interpersonal skills
- Creativity
- Excellent customer service skills
- Ability to follow tasks through to completion
- Good time management
- Good communication skills
- Self-motivated; able to work alone as well as in a team
- Financial awareness
- Able to work flexibly to cover early morning/evening events

## Personal Qualities

- High personal integrity, honesty, good timekeeping, inter-personal skills, ability to work under pressure, whilst remaining patient and calm when dealing with clients and colleagues
- Passionate about food and improving the service we offer
- A flexible approach in terms of work, changes and participation
- Good team player
- Ability to take initiative; a self-starter
- Willing to learn
- Clean, smart and presentable

To apply, please email [thecitycentre@cityoflondon.gov.uk](mailto:thecitycentre@cityoflondon.gov.uk) with your CV and a covering letter by **Monday 30<sup>th</sup> July** explaining how your skills and experience meet the person specification.

Interviews are likely to take place on 2<sup>nd</sup> and 3<sup>rd</sup> August, to start by 3<sup>rd</sup> September at the latest.

## Equal Opportunity

It is the policy of The City Centre to treat all employees, visitors, and job applicants fairly and equally regardless of their sex, gender, sexual orientation, marital status, race, colour, nationality, ethnicity, religion, age, disability or union membership status.