



### Job Description

Job Title	Kitchen lead	Rate of Pay	Competitive
Hours of work:	10 hours	Term:	No fixed term
Location:	Smithy, Shapinsay	Reporting to:	SDT manager

### Job Summary

The Kitchen Lead will be wholly responsible for the day-to-day running of the kitchen, its staff, and its operations. This role ensures that the kitchen is maintained to the highest standards of hygiene standards, food safety and health and safety, that staff are trained appropriately, and that food is consistently prepared and delivered to a high standard.

### Roles and responsibilities

#### Responsibilities:

- Cook and prepare food to a high, including special menu items, takeaway services and external catering where required.
- Oversee the preparation, cooking, and safe delivery of “Winter Warmers” meals and Friday takeaway.
- Lead by example in food quality, presentation, and portion control.
- Supervise kitchen staff, creating an efficient and supportive working environment
- Maintain high standards of cleanliness and organisation throughout the kitchen
- Ensure compliance with Environmental Health and Food Safety regulations, including maintaining kitchen records and HACCP documentation.
- Ensuring all staff are adequately trained for each task and keep accurate training records.
- Be aware of all fire, health & security procedures
- Managing ordering, stock control and pricing of goods to ensure best value.
- Plan orders of ingredients or equipment according to identified shortages.
- Working with the wider team to create menus
- Ongoing business development
- Be flexible to meet operational needs, including external catering and changes to working hours.

## **Weekly Duties (winter period)**

### **Monday (suggested days)**

- Create shopping lists and do ordering for the week ahead.
- Carry out stock checks and manage spoils book.
- Clean fridges, bins, and dishwasher.
- Check and record HACCP documentation.
- Deliver staff training where required.

### **Thursday**

- Receive and record deliveries, including temperature checks.
- Cook, deliver, and clean up after “Winter Warmers” meals during winter season
- Baking as required.
- Deep clean fryer.

### **Friday**

- Lead and deliver takeaway service.

### **Weekly duties – Summer**

As above with additional responsibility for increased ordering

Work with the FOH supervisor to organise rotas and ensure food preparation is completed (through delegation where necessary) for each day’s service during the busy period.

## **Personal Specification**

<b>Essential</b>	<b>Desirable</b>
Level 3 food hygiene certificate	Previous experience in similar post
Strong knowledge of food safety, environmental health and HACCP procedures	Experience in menu planning including budgeting, pricing and catering for groups
Experience working as part of a team	Experience leading a team
Proven ability to cook to a good standard	Experience in a commercial kitchen
Experience of delivering a high standard of customer service	Experience of using social media for business promotion
Organised and able to prioritise tasks effectively	Adaptability to be able to work in any role in the restaurant if needed.
Ability to lead and train staff effectively	Hospitality qualification.
Good communication and teamwork skills	
Good attention to detail	