



KWVR Job Description

Job title: Chef

Reporting to: Catering Manager

Location: Keighley Station (The Old Parcels Office) and Haworth Offices

Hours: A minimum of 30 hours per week - working a minimum of 3 days per

week and working Straight shifts (no splits) (More hours are available

depending on the level of business)

Salary: £13

About the Company:

The Keighley and Worth Valley Railway Preservation Society has run heritage steam and diesel trains for over 50 years. The charity's aim is to preserve, maintain and operate the Keighley and Worth Valley Railway as a working museum of railway history for the education and enjoyment of present and future generations. The charity's wholly-owned subsidiary, the Keighley and Worth Valley Light Railway Limited, is the organisation's operating and commercial company.

Alongside our 700 volunteers, the Railway's operating company, the Keighley and Worth Valley Light Railway Limited, employs a paid team to ensure consistent and high-quality delivery of our services and events. This new role is part of developing our staffing structure to help the business grow and be economically sustainable in these changing times. Key to the role is a strong team ethic, a focus on communication, and a creative approach to help the organisation find new and more effective working methods. Engaging with our dedicated volunteers will be key to the success of the new role.

The Chef is fundamental to providing a great visitor experience. By working collaboratively with the paid and volunteer workforce to deliver the catering plan, it will be possible to deliver excellent customer service plus enable the opportunities to tailor and expand our offers to deliver objectives set by the board of directors.

Job Purpose:

Working on the annual catering plan, ensure the smooth and safe daily operation of the catering outlets across the railway, including but not limited to Oxenhope and Keighley buffets, the Old Parcels Office, Oakworth tea shop, and on-train catering operations as required. Work with a team of paid staff and a large volunteer base to ensure consistency and quality of service day in and day out.

When planning railway activity, the quality of the plans has a large impact on the continuing willingness of volunteers to help and get stuck in. Efficiency is key, whilst understanding the right balance of activities that provide enjoyment for the workforce whilst delivering targets is also very important. Volunteers are the lifeblood of the railway and must be respected and nurtured. This must be at the forefront of this role, and success will only be achieved with the cooperation of the workforce.

**Key Responsibilities and Key Tasks:**

- Ensuring that all food hygiene certification and training is completed and strictly adhered to to maintain our 5-star rating.
- Ability to maintain an extremely sanitary environment while working
- Maintain health and safety records
- Preparation of produce for outlets as per agreed menus.
 - Manage stock levels appropriately
- Work with the catering manager, events manager, and commercial officer to ensure a consistent and quality product is delivered across all catering outlets and events.
- Work with colleagues to develop new products and services
- Liaison with the customer services team to determine any catering requirements that may need alterations to the catering plan.
- Work on projects as directed by the Catering Manager.

The tasks and responsibilities listed above are not exhaustive and may be amended according to the business's needs. The above information is non-contractual and does not form any part of an employee's contract of employment.

Person Specification

Essential

Knowledge, Skills, Experience, Qualifications and Personal Attributes Required

- Food Hygiene Level 2 certificate.
- Understanding of safe food handling policies and procedures and dietary restrictions • Knowledge of FSA business guidance
- Experience of working to a budget.
- Communication skills
- Ability to work well under pressure and time constraints
- Experience working directly with volunteers.
- Experience in planning and executing catering operations working across several locations
- Good IT skills in Microsoft Office packages.
- A level-headed and methodical nature.
- A UK driving license and access to a car.

Desirable

Knowledge, Skills, Experience, Qualifications and Personal Attributes Required

- Experience in catering in a railway environment
- Experience in managing staff