



JOB DESCRIPTION

Title:	CHEF
Area of Responsibility:	CAT Cafe
Responsible to:	Food and Beverage Manager
Responsible for:	Catering Staff
Contract type:	Permanent
Responsibility Grade:	4
Salary:	£24,174.50 per annum pro rata
Location:	Normally at company's site in Llwyngwern
Hours:	Variable – 30 hrs per week
Working Days:	Spread over 7 days on a rota basis, including evenings and early mornings Split shifts may be required, dependant on business requirements
JD Date:	April 2024

ABOUT THE CENTRE FOR ALTERNATIVE TECHNOLOGY

The Centre for Alternative Technology (CAT) is an internationally renowned environmental charity, a world-leading eco centre, and one of the foremost providers of postgraduate environmental education in the UK, based near Machynlleth in Mid Wales.

CAT provides inspiration, education and training in solutions to the climate and biodiversity emergency.

Key activities include a visitor centre where people can see solutions in action, residential, in-person and online short courses and events, vocational training, and postgraduate degrees in a wide range of sustainability-related topics.

Our Zero Carbon Britain team publishes research and works directly with councils, communities and other organisations to help transform complex economic, social and political systems.

OVERVIEW OF ROLE

The Catering team aims to provide a high quality service to its range of customers, who include day visitors, school groups, students, course attendees, events and conference delegates, whilst operating under an ethical and sustainable trading policy. Current areas of operation include the main cafe and buffet functions in the WISE building.

The Chef is responsible for assisting in the operation and development of the cafe and catering services to a high quality, efficient and profitable standard, receiving excellent customer feedback, whilst operating within CAT's environmental and procurement policies. The role combines general catering duties, both in the kitchen and front of house.

MAIN RESPONSIBILITIES

- To assist with the overseeing and development of all catering
- To assist with the setting of appropriate standards
- To assist with the continual review and the development of quality and range of products and services, to increase profitability and customer satisfaction
- To provide appropriate cover for the catering services at CAT
- To prepare, maintain and develop high standards of food, service and presentation of meals and snacks
- To be creative and inventive with food presentation for different customers and their different catering requirements
- To ensure that a good range of freshly prepared meals and snacks are available for service, on the counter areas of the restaurant
- To maintain high standards of cooking and serving of meals for both customers and large groups
- To be versatile and resourceful in providing a wide range of catering services to customers, including self-service provision for groups, buffets or pre-booked meals and involved in menu planning
- To facilitate the smooth and efficient day-to-day running of the CAT café which involves:
 - serving, liaising with customers and all front of house operations
 - till operation, counter sales and cashing up
 - kitchen operations
 - keeping the catering areas safe and clean
 - complying with HACCP and all environmental Health requirements
- To assist with replenishing and maintaining appropriate catering stock levels
- To assist with staff training, development and motivation
- To ensure compliance with CAT's policies including Waste Management and Health & Safety
- To assist with the maintenance of the fabric and the facilities of the restaurant, as part of the restaurant team
- Any other appropriate duties as defined by the Catering Manager

