

Commis Chef
Candidate Pack
24 hrs per week



harewood.org

Photo credit Tom Arber



ABOUT HAREWOOD

Harewood House Trust is an educational charity which engages nearly 300,000 visitors every year through our three outstanding collections – art, garden and living – with a 30-year commitment to contemporary programming that links them. It is one of England's finest 18th century country houses, with a magnificent collection of fine and decorative arts; an accredited museum, with a nationally designated collection, it is also the family seat of the Earl and Countess of Harewood.

As an educational charitable trust, Harewood's key objectives are:

- to preserve for the benefit of the public the House, Gardens and Collections
- to promote the study and appreciation of the arts and sciences
- to provide facilities for recreation.

Alongside the care, conservation and interpretation of the core collection, Harewood runs a series of innovative exhibitions of contemporary as well as historic art. The Trust also has a commercial arm that manages its trading operation including major outdoor events, conferences, corporate functions, fine dining, cafés and other retail and food outlets throughout the site.

In 2021, Harewood celebrated 250 years since the House was completed. The Trust has great ambitions for Harewood's future, as well as celebrating its fascinating past, including working on a masterplan to ensure Harewood's conservation, its longevity and its relevance to audiences today. The Masterplan encompasses several capital projects to grow our audiences, generate new income and provide an excellent visitor experience. It includes development of a new Visitor Centre and car park, restoration of the Walled Garden, and conversion of a listed building back into a family and creative space, and new play.

COMMIS CHEF

Responsible to	Head Chef
Contract	Fixed-term until 5 January 2025
Hours	24 hours per week, including weekends and bank holidays
Salary	£11.94 per hour

MAIN PURPOSE OF THE ROLE

We're looking for a Commis Chef to support the busy kitchen operations at Harewood House Trust by acting as integral members of the catering team, in both preparation and service. The main responsibilities of the role include:

- Preparing, cooking and presenting dishes and products
- Ensuring the highest standards of food safety and hygiene, following Harewood's health and safety policies and practices
- Monitoring portion and waste control to keep within budgets
- Helping the Head Chef to develop new dishes and menus
- To assist with the smooth running of a shift on a day-to-day basis to deliver a quality service with the support of the Head Chef

KEY RESULTS AREAS

- Deliver exceptional service to all visitors of Harewood House Trust
- Produce items to the correct recipe specification, procedure, quantity and of good quality
- Work as a team to support the goals and ideals of the operation, working continually towards the betterment of our customer expectations
- Checking mise en place on quality and quantity
- Maintain the highest standards of food hygiene and sanitation
- Monitoring portion and waste control to maintain budget parameters
- Ensure the correct storage of food and provisions
- Raw material testing and quality control
- In the absence of Head Chef, ensure timely and quality service according to service specifications and customer expectations
- Complete any other tasks reasonably requested by the Trust
- Maintain organisation of workstations and equipment, ensuring all equipment and machinery is in safe working order; with any faults/repairs reported to your line Manager
- Adhere to the principles and work practices detailed under the HACCP System in the department such as food safety, hygiene and cleanliness, health, storage etc., as applicable to the area of your work place

PERSON SPECIFICATION

E = Essential, D = Desirable

A minimum of one year of proven kitchen experience	E
A relevant culinary degree or qualification/s	E
Great cooking skills	E
Excellent spoken communication skills	E
Excellent planning, organisational and time management skills	E
Ability to work unsupervised, use own initiative and prioritise tasks	E
Experience of working in a fast-paced and busy environment	E
Ability to work in a team with a collaborative approach to working	E
Available to work evenings, weekends and public holidays subject to rota	E
Flexibility to extend or change hours and days of work from time to time upon request and subject to operational requirements	D
Good understanding of COSHH regulations	D
Food hygiene qualification	D
Good understanding of all applicable Health and Safety legislation	D
Knowledge of stock control	D
Knowledge of nutritional and allergy requirements	D
Understanding of food controls	D
Commitment to Harewood's aims and values	E
A commitment to equality & diversity	E
An interest in or appreciation of the arts / culture / heritage	D

Special Considerations

This role may include some heavy lifting of stock

OUR VALUES

Caring – demonstrate quality in your own work, showing support for those around you, respecting audiences and colleagues, showing empathy

Together – showing a commitment to team work, collaboration, belief in an organisation's mission and vision, living brand values

Adventurous – demonstrate energy and zeal in your attitude to work, being proactive, having a curious mind, being confident in your decisions, embracing innovation

Challenging – showing a commitment to high standards with rigour in your own work, learning from every opportunity, proactively questioning to ensure best results



CONTRACT TERMS & BENEFITS

Contract	Fixed-term until 5 January 2025
Hours	24 hrs per week, including weekends and bank holidays
Annual leave entitlement	25 days plus bank holidays (pro-rata for part-time employees)
Location	Harewood House Trust, Harewood, Leeds, LS17 9LG. Harewood is 7 miles outside of Leeds and accessible by public transport: goodjourney.org.uk/attraction/harewood-house/
Employee benefits	Discount in onsite cafés + retail outlets; Access to complimentary passes for other Treasure House of England + Yorkshire's Great, Houses, Castles & Gardens properties; Free parking.
Pre-work checks	Two satisfactory references Evidence of the right to work in the UK

NEXT STEPS & HOW TO APPLY

Please submit an [application form](#) and an [equality and diversity monitoring form](#) before the closing date to recruitment@harewood.org. If you require the forms in an alternative format, please get in touch.

Harewood House Trust is a [Disability Confident Employer](#), and any applicants who identify as disabled and meet the essential criteria will be offered an interview. If you would like to declare you have a disability in order for this to be taken into consideration or if you require any reasonable adjustments for any part of the recruitment process, please contact us at recruitment@harewood.org.

Closing date: Sunday 2 June 2024 at midnight

Thank you for reading this pack. We look forward to hearing from you!





For more information please contact
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People Manager
recruitment@harewood.org



HAREWOOD

Registered charity in England no 517753

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