

# Yeovil Town Council



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Chef</b>
<b>Grade:</b>	<b>SCP 14-20 £29,540 - £32,597 (+ 5% Unsocial Hours)</b>
<b>Hours of Work:</b>	<b>37 hours per week (flexible working is essential to cover other activities as necessary with weekends, evenings and bank holidays as required)</b>
<b>Annual Leave Entitlement:</b>	<b>23 days plus 2 statutory, increasing to 26 days plus 2 statutory after 5 years' service</b>
<b>Responsible to:</b>	<b>Events &amp; Operations Manager</b>
<b>Responsible for:</b>	<b>Chefs/Apprentice</b>

### Main Purposes of the Role

The position will play a role in developing an excellent reputation for great service and quality food at Westlands Entertainment Venue.

### Overall Responsibilities

The role will work closely with the Catering & Café Bar Supervisor to cover all aspects of planning, organising and managing the delivery of the catering area, ensuring achievement of the financial and operational goals for the functions, performances and events.

Ensures the highest standards in health and safety, food safety and hygiene are adhered to at all times.

### Summary of Responsibilities and Duties of the Job

1. Ensure that the kitchen team functions successfully during food service.
2. Preparation of meals to a high standard and ensure that customer delivery is prompt and efficient.
3. Assist in the development of menus and prices that reflect the quality and custom of the venue.
4. Assist colleagues to develop the business to a range of markets, including pre-show evenings, rider catering, large scale banquets, functions, receptions etc

5. Ordering of food and goods.
6. Assist management in the employment, induction and training of catering staff to meet the required standards of service.
7. To ensure that the control of waste does not exceed set levels.
8. To maintain all equipment within the catering operation, through due care and diligence. This to include, but not limited to, the cleaning of all equipment, utensils, delivery area and kitchen areas to the high standards expected.
9. Ensure that deliveries match with orders and that necessary checks are carried out to determine the above and that all delivery notes and invoices are passed to finance for processing.
10. Ensure that the storage areas and kitchens are maintained in a tidy and hygienic condition, having regard at all times to food sell by dates.
11. Ensure at all times the highest standard of presentation, cleanliness and behaviour of yourself and support staff.
12. Assist in supervision of staff in their respective duties in accordance with Normal Operating Procedures, Emergency Action, Plan and all Food Regulations/Law.
13. Assist in the ensuring full compliance by yourself and other staff with all relevant health and safety and food law requirements reporting any problems or concerns immediately to management.
14. Attend staff training and meetings as and when required.
15. To ensure the safety of all catering staff and the catering service is compliant with all H&S, licensing and council procedures.
16. To assist with monthly stocktakes.
17. To monitor the quality of the service and make suggestions continually improving the quality of service offered to the public.
18. Undertake any other duties and participate in projects commensurate with the nature and grading of this post or at the direction of the line manager.

### **External and Internal Contacts**

The Mayor, Councillors, members of staff, local organisations, partner agencies, customers, suppliers and members of the public.

Face to face, telephone, written and electronic communication.

### **Working Environment**

Based at Westlands Entertainment Venue but may be required to work at any location within the Town and occasionally outside the Town.

### **Health and Safety at Work**

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

## **Equal Opportunities**

Yeovil Town Council is committed to the fair treatment of its staff, potential staff, users of its services and other stakeholders, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

**17<sup>th</sup> June 2026**