



CHEF

Job description

Department	Events & Commercial Development	Level 4 SMT
Responsible to:	Bar and Catering Manager	Level 3 Managers
Responsible for:	Kitchen Assistant	Level 2 Managers
Contract type:	Full time, permanent (40 hours per week, worked 5 out of 7)	Level 1 Team members
Salary:	£30,000-£33,000	

ABOUT WOOLWICH WORKS

London's Best New Spot for Culture 2021 – Time Out

Woolwich Works is London's newest landmark cultural hub, housed in five historic buildings on the Royal Arsenal. Following a multi-million pound refurbishment by the Royal Borough of Greenwich, our spaces opened in September 2021 and include a stunning 1500m² former factory performance and events venue, rehearsal and performance studios, event spaces, outdoor courtyard, and a café and bars. We're home to a number of world class resident artistic companies, including Chineke! Orchestra, the National Youth Jazz Orchestra, Luca Silvestrini's Protein and internationally renowned theatre company, Punchdrunk.

This job is being advertised by Woolwich Creative District Trust (the 'Trust'), an independent not-for-profit organisation founded to run Woolwich Works. We're working to build an exceptional, professional, inclusive creative community that delivers our mission to offer hope and opportunity by enabling people to realise their creative potential.

ABOUT THIS JOB

The role of Chef, based in the Visitors Book Café, is an opportunity to lead and inspire in our vibrant kitchen environment. You will be responsible for delivering consistently high-quality dishes from our seasonal menu, ensuring every plate reflects our commitment to excellence.

You'll oversee all aspects of kitchen operations, making sure health and safety requirements are met and due diligence and compliance monitoring are rigorously followed. Alongside regular service, you'll take charge of executing our ever-expanding in-house catering and hospitality business to the highest standards. This includes producing beautifully presented platters of sandwiches, fresh fruit salads, and other menu items to support a variety of private hires and events in our stunning spaces.

As a leader, you'll mentor and train kitchen assistants, ensuring they have the skills and confidence to prepare and serve food to a consistent and exceptional standard—even in your absence. Your role is key to maintaining quality, fostering teamwork, and driving innovation in everything we do.

Is this job for you?

We're looking for someone who has previous experience of working in a busy food setting. You will be passionate about food, local suppliers, training others and working as part of a team. You will have a flexible working approach to working and will be exciting about being part of a business that is up and coming.

How to apply

Please visit our website <https://www.woolwich.works/jobs-and-opportunities> to submit your CV and covering letter.

If you can't upload a CV electronically, we can arrange an alternative version for posting - please contact us by phone to arrange.

If you would like to arrange an informal chat to hear more about this role, please email jobs@woolwich.works.

If you're unable to complete a written application for any reason please either email us on jobs@woolwich.works or call (020) 8035 8835 so that we can discuss alternative arrangements for assessing your suitability for the job. However, you must do so at least one week before the closing date above.

We are receiving an incredibly high number of applications for all of our roles. We will provide specific feedback for applications, but please bear with us; we will do this as soon as we can. We will always let you know if you have been unsuccessful and we aim to stick to the time frame outlined in the job advert.

We're proud of the diversity of our community and aim to build a team that represents it. We therefore particularly welcome applications from people from black, Asian and ethnically-diverse backgrounds, and those identifying as D/deaf or disabled.



RESPONSIBILITIES

1. Placing orders with suppliers
2. Prepping and working service for all menu offerings alongside a Kitchen Assistant
3. Updating the HACCP paperwork and keeping on top of all the cleaning procedures with the Kitchen Assistant
4. Ensure all relevant food controls and correct temperatures are always logged and adhered to at all times.
5. Ensure food is correctly dated and labelled.
6. Record and communicate all relevant allergen information as required by law.
7. Ensure that the agreed standards of food preparation and presentation are maintained.
8. Control waste by maintaining the correct stock level and rotation.
9. Ensure team members are briefed on daily tasks, fully trained and motivated on all aspects of their work.
10. Work with the Food & Beverage Manager to keep the café offering seasonal and appropriate.

General responsibilities

1. To champion and promote the values and behaviours set out in the Woolwich Works Competency Framework, promoting diversity and inclusion and acting as an ambassador for the Trust and the borough.
2. To accommodate, support and encourage work experience placements, interns and apprentices.
3. To work safely and encourage and require others to work safely, in accordance with the Woolwich Works Health and Safety Policy and any other relevant policy or procedure.
4. To safeguard the organisation's data, working in line with the Trust's data protection policies and in accordance with the Data Protection Act 2018.
5. To be responsible for undertaking training and development as required to meet the needs of the organisation.
6. To always act in the best interests of the Trust, and in line with all company policies.
7. To undertake any other duty in line with the level of the job as may be required.



PERSON SPECIFICATION

We'll decide whether to invite you for an interview by reviewing your application against the responsibilities above and the skills below.

Minimum requirement

(Please note that if you cannot demonstrate that you meet this minimum requirement, your application will not proceed through shortlisting.)

- Previous experience working in a commercial kitchen as a chef.

Essential skills and experience

- A. Knowledge of health and safety and food hygiene regulations and policies
- B. Strong verbal communication skills and an enthusiastic, positive attitude
- C. Ability to remain calm and work effectively under pressure in a public facing role.
- D. An interest in food and drink and a passion for delivering great service
- E. Able to work effectively within a team and on own initiative
- F. Passionate about people, communities, diversity and inclusion

Desirable skills and experience

- A. Level 2 Food Hygiene Certificate
- B. Food Allergen Awareness
- C. Experience preparing food for large numbers
- D. Training and supervising other members of the team
- E. Knowledge of chemicals and COSHH training
- F. Managing stock and equipment

If we invite you for an interview, we'll explore your suitability for the job based on the contents of your application, this job description and our Competency Framework.

CONDITIONS

Hours: Typically 40 hours per week on average, mostly working Wednesday-Sunday. This role can include evening, weekend and bank holiday working for which no additional payment will be offered. You'll be expected to work operationally for major events.



Location:	You'll be based in Woolwich, south east London. The exact location will be subject to change during your employment. We may require you to work elsewhere or travel within the UK as part of your job.
Holiday:	Based on a full-time contract (40 hours over five days per week), you will have 25 days' holiday per calendar year plus public holidays (or days off in lieu of public holidays as business needs require).
Probationary period:	Six months
Notice period:	<p>Prior to receiving written confirmation of the satisfactory completion of the probationary period, either you or the Trust can terminate employment by giving one month's notice in writing.</p> <p>Following satisfactory completion of the probationary period, the notice period will be three months.</p>
DBS check:	You must tell us about any unspent criminal convictions when applying for this job, and undertake an enhanced Disclosure and Barring Service ('DBS') check if appointed (and at least annually thereafter). Having a criminal record will not necessarily bar you from working with us, but we will consider the nature of any disclosed convictions and their relevance to the job and the Trust. If you don't disclose information relating to unspent convictions, we'll withdraw any offer of employment that we may subsequently make, or terminate your employment.
References and right to work:	Any offer of employment will be subject to the receipt of two satisfactory, written references, one of which must be from your most recent employer or professional contact. You must have the legal right to work in the UK.

From the Royal Borough of Greenwich, for everyone.

Founder:

