

Job Title:	Head Chef / Catering Manager
Reporting to:	Director / CEO
Line Reports:	All catering personnel
Contract:	Permanent 45 hours per week; this role will include regular weekends but most days will finish by 6pm
Salary:	£23 - 30k with opportunities for performance related bonus.

We're seeking a creative and organised Head Chef / Catering Manager to join us at the newly renovated The Threshing Barn café at Charleston.

About us

Charleston was the house of Vanessa Bell and Duncan Grant – two of the most important and influential British artists of the 20th century. Their uniquely decorated home became the country retreat of the Bloomsbury group.

Today, Charleston is a thriving cultural centre with over 25,000 visitors a year visiting the house and over 15,000 visitors attending festivals throughout the year. In September 2018, Charleston opened two restored barns housing a flexible auditorium and new café, and a suite of five galleries in a new building designed which holds a year-round programme of exhibitions.

With a view to Charleston becoming a dining destination in its own right, we're seeking a Head Chef / Catering Manager who can join us on this journey.

About you

- The right candidate will be highly organised and demonstrate excellent culinary skill. You will be in charge of the overall kitchen operation, including prep schedules, stock control, food quality and hygiene standards.
- You will also manage kitchen staff and rotas, and oversee the professional development of the kitchen brigade.
- You will work closely with the events team to ensure all elements of our catering offer are of the highest standard.
- A calm temperament is a must and you will have excellent written and verbal communication skills.

Skills and experience

- Previous experience in preparing and serving fresh, high quality food in a fast-paced environment.
- A creative approach to menus, ensuring that good simple dishes are served quickly.
- A thorough understanding of margins, costing and stock control.
- An ability to manage multiple demands on the kitchen, from conferences and events, to keeping standards high in the café during our busy peak season.

- The ability to manage staff costs, and create effective rotas.
- An understanding of food hygiene and health and safety compliance.

- **Above all – you will have a great attitude: you will lead from the front and create a positive atmosphere, of hard work, fun, trust and professionalism.**

Additional information

- The basic annual leave entitlement is 33 days (including bank holidays).
- Because of Charleston's rural location the post holder is advised to have the use of a car or a guaranteed way of getting to Charleston.
- Our aim is to become a truly inclusive and diverse organisation. We welcome applicants from black, minority and ethnic communities, LGBTQ+ people and disabled people.
- Applicants are also asked to fill in and return an Equal Opportunities Monitoring form available from <http://www.charleston.org.uk/about-the-trust/opportunities/>

To apply

Email your CV and a covering letter outlining your suitability for the post to:
Rob Wade at rob@robwade.co.uk.

Deadline for applications is 12 noon on Monday 19 August.

Those being called for interview will be notified by the end of Friday 23 August.

Interviews will take place at Charleston on Thursday 29 August.