

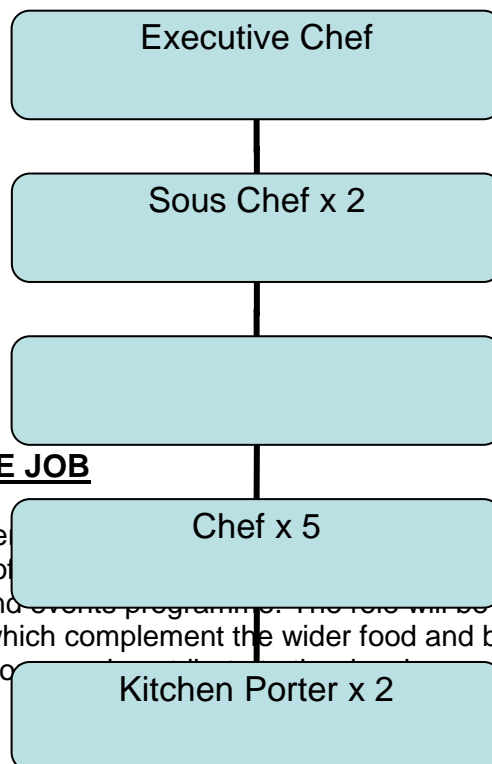
# **ROCHDALE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>SERVICE:</b>	Neighbourhoods
<b>SECTION:</b>	Rochdale Town Hall
<b>LOCATION:</b>	Rochdale Town Hall, The Esplanade, Rochdale, OL16 1AZ
<b>JOB TITLE:</b>	Pastry Chef
<b>POST NUMBER:</b>	
<b>Grade:</b>	6
<b>Accountable to:</b>	Sous Chef
<b>Accountable for:</b>	Directly accountable for five Chefs and two Kitchen Porters.
<b>Hours of Duty:</b>	37 flexible working hours in accordance with the needs of the service.
<b>Any Special Conditions of Service:</b>	<p>The post holder shall, on occasion, be required to:</p> <ul style="list-style-type: none"><li>• work outside of 'normal' hours as the needs of mobilising and managing the premises requires</li></ul> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p> <p>This post is not Politically Restricted in accordance with the current regulations.</p>

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

## **ORGANISATIONAL CHART**



## **PURPOSE AND OBJECTIVES OF THE JOB**

The purpose of the role is to deliver the overall vision of the town hall kitchen, ensuring the production of high quality food and other baked goods for both the restaurant and our functions and events programming. The role will be required to develop a range of innovative and delicious recipes which complement the wider food and beverage offer, attract new and returning customers with seasonal flavours and contribute to the development of menus and sourcing of local suppliers.

In order to meet this purpose, the following objectives should be achieved.

1. Manage day-to-day operations of the town hall pastry section to meet the requirements of the Executive Chef and support the wider strategic vision of the town hall.
2. Ensure the highest standards of health, safety and hygiene are adhered to, maintaining a Food Hygiene Rating of 5 for the restaurant and event catering services.
3. Deliver a range of dessert and pastry menus, with a focus on seasonal and local-first produce. Menus will include both the restaurant and functions menus, including weddings, dinners and festivals, as well as bespoke commissions.
4. Sustain successful relationships with local suppliers, ensuring Rochdale Town Hall provides benefits to our local business community and delivers a more sustainable food supply chain.
5. Provide an exemplary visitor experience, maintaining a VisitEngland Visitor Attraction Quality Score of not less than 90%

## **Control of Resources**

### **Personnel**

Responsible for the direction, support and motivation of one's self and the staff under the post holders direct supervision.

### **Financial**

The post holder must work in accordance with the financial regulations and procedures of the Authority and, in particular, they must:

- be responsible for the effective management of the budgets under their control
- provide the Executive Chef with the relevant financial data of the pastry section

### **Equipment/Materials**

The post holder must be responsible for the efficient and effective use of equipment and materials within the service area. Most pressing, they must be responsible for the safe use and upkeep of the items of historic furniture, in particular those with protective orders or covenants. The postholder is also responsible for kitchen and catering equipment, ensuring its proper maintenance and compliance with Health and Safety legislation.

## **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council. Responsible for the training on and safe use of numerous pieces of kitchen equipment which have the potential to cause serious harm if misused.

## **Equality and Diversity**

To work in accordance with the Authority's policy relating to the promotion of Equality and Diversity.

## **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

## **Relationships**

### **Internal**

The post holder will be expected to maintain a number of relationships within the council, including but not limited to:

- Town Hall Building Team
- Town Hall Engagement Team
- Facilities Management Team
- Finance Team

### **External**

In addition to the above, the post holder will be expected to maintain relationships with a wide variety of external stakeholders, including but not limited to:

- Local and Regional Suppliers
- Customers and Service Users
- Business and Community Groups
- Partner Organisations
- Specialist Contractors
- Council-wide Contractors
- Tenants

## **Responsibilities**

The post holder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

## **Values and Behaviours**

The post holder must approach the job at all times using the values set out below:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our approach

The post holder must be aware of and apply these values and associated behaviours at all times.

## **Principal Duties**

1. Support the Executive Chef in developing and delivering a strategic vision for the restaurant, guiding the team from inception through to full, successful operation.
2. Use specialist industry knowledge and experience to contribute to the continuous business development of Rochdale Town Hall's pastry section, undertaking business and market analysis in order to assess trends, identify and mitigate threats and maximise opportunities.
3. Develop innovative, seasonal dessert menus for the restaurant which cater to the wide range of audiences which visit Rochdale Town Hall, ensuring that the differing daytime, evening and grab-and-go customers are catered for.
4. Use specialist pastry knowledge to support the development of a range of functions and events menus, delivering high-quality catering at differing price points, incorporating various service styles (such as buffet-style and silver service) and which can be produced within the limitations of a Grade-I listed building.
5. For each menu, ensure the kitchen team fully complies with all legislation pertaining to the production and service of the dishes. This includes robust measures to control and communicate the presence of allergens.
6. For each menu, monitor the ingredient-cost of the dishes presented and ensure that any increases are communicated to the Executive Chef to assist in meeting all financial targets.
7. Contribute to the effective but efficient financial management of the catering service at Rochdale Town Hall, by ensuring food and labour costs are controlled and that suppliers are offering value-for-money.
8. Manage the day-to-day operations of the pastry section within Rochdale Town Hall, working flexible hours which include daytime and evening restaurant services, alongside functions and events including weddings, awards dinners, charity fundraisers, seasonal events, festivals and more.
9. Consistently produce pastries, desserts, breads and other baked goods to a high-standard, including batch production of the above for events catering for up to 500 people.
10. Ensure the highest standards of health, safety and hygiene are adhered to. Work to the Safer Food Better Business principles and follow all Hazard Analysis and Critical Control Point (HACCP) and Control of Substances Hazardous to Health (COSHH) procedures. Contribute to a Food Hygiene Rating of 5 for both the restaurant and event catering services.
11. Manage the stock and inventory within the pastry section, ensuring that the target stock levels are met and robust stock rotation measures are implemented to minimise food waste due to out-of-date products. Ensure that all catering equipment is available and safe to use, properly maintained and suitable for the job required.
12. Sustain successful relationships with suppliers of the town hall. In particular, work with the network of local suppliers to deliver fantastic quality and seasonal products at the town hall and help improve the sustainability of our offer by minimising food miles and carbon footprint whilst ensuring the operation of the town hall benefits the local business community.
13. Partake in effective partnership working within and outside of the Authority, creating a culture that promotes meaningful participation for under-represented groups including families and BAME communities.
14. Monitor allocated budgets adhering to the Authority's procedures at all times, communicating budget pressures to line management at an early stage and assisting in the implementation of any remedial action required.

15. Contribute towards service planning, specifying performance measures, targets and performance standards.
16. Responsible for the recruitment of staff within the catering team, including their supervision, learning and employee development whilst ensuring that the correct council procedures are adhered to.
17. Provide effective leadership, management and support to the catering team to ensure that the required standards of service are met, the team is motivated and that a philosophy of continuous improvement and service excellence is embedded.
18. Undertake formal, reflective supervision and performance development reviews with staff which identify individual training and development needs and feed into both the team and Rochdale Town Hall's workforce development strategy.

### **Secondary Duties**

1. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job description prepared by: Luke Settle Date: April 2023

Agreed by post holder: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Service Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	Rochdale Town Hall	<b>Post:</b>	Pastry Chef
<b>Section :</b>	Commercial Team	<b>Post Number :</b>	TBC
<b>Job Ref:</b>	TBC	<b>Grade:</b>	5

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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<b>Criteria</b> Our ideal candidate should be able to:	<b>Essential (E) or Desirable (D)</b>	<b>How Identified</b> AF - Application Form I - Interview A - Assessment
<b>(a) Special Working Conditions</b>		
Demonstrate the ability to work flexibly, including evenings, weekends and Bank Holidays.	E	I
<b>(b) Qualifications and Experience</b>		
Evidence training or qualification undertaken in patisserie or other subject relevant to the role.	E	AF
Describe a minimum of two years' experience working within a pastry section for a restaurant or event catering service.	E	AF
<b>(c) Skills and Knowledge</b>		
Demonstrate a high-level of patisserie skill, including the ability to produce a range of pastries, desserts, breads and other baked goods.	E	AF / I
Demonstrate the ability to develop menus to suit various tastes and deliver dishes which exceed the customer's expectation.	E	AF / I
Evidence the ability to successfully work within a team using clear communication, motivation and a flexible approach.	E	AF / I
Describe a time when a restaurant service, catered event or similar didn't go as planned and how the issues were managed to a successful conclusion.	E	AF
Illustrate good financial awareness, monitoring costs and ensuring that dishes remain profitable.	E	AF / I
Show an understanding of the Health and Safety responsibilities, statutory duties and legislation which must be followed, in particular allergens and HACCP procedures.	E	AF
Illustrate an understanding of stock control and how to work with local suppliers to ensure the freshest produce is served.	E	I
Evidence the ability to train colleagues and ensure a consistent dessert service even when not on duty.	E	I
<b>(d) Behaviours and Values</b>		
13 Approach the job at all times using the values set out below: <ul style="list-style-type: none"> <li>• Proud of the difference we make</li> <li>• Passionate about the diversities of the Borough</li> <li>• Pioneering and Open in our Approach</li> </ul> Be willing to adhere to these values and behaviours.	E	I