

Hello,

Thank you for your interest in the role of Chef at the Bluecoat.

Catering is a vital element of Bluecoat's business. We are seeking an exceptional and motivated individual with a strong commitment to quality, service and sustainability in the food and drink we serve as we work towards achieving our aim for 2030 to host 1.4 million visits per year to our historic city centre building.

Our aim is to provide a fresh and appealing food offer in our café, bistro and across our events business, including weddings, conferences and corporate events. We provide relaxed, open and welcoming spaces that connect people with the process of creativity in the heart of the city centre.

We are looking for a proactive, self-motivated individual who will develop menus and produce a high quality food offer. The successful candidate will have excellent communication skills, events experience and be able to thrive in a busy environment.

This job pack provides further background on Bluecoat and the essential skills needed for the role.

We look forward to hearing from you.

Best wishes,

Mary Cloake
Chief Executive, Bluecoat

In this job pack you will find:

1. About the job
2. How to Apply
3. About Bluecoat
4. Job Description and Person Specification
5. Further information

1. About the job

JOB TITLE: Chef

Salary: circa £26,000 (40 hours per week)

Contract: Permanent

Line managed by: Catering and Events Manager

The role of Chef is a pivotal part of the Bluecoat's operations, we rely on catering sales for income generation from visitors, third party hires, conferences, weddings, functions and other private events at Bluecoat.

Trading at the Bluecoat is a wholly owned subsidiary of the Bluecoat which shares its values. It supports the delivery of the Bluecoat's vision by generating the profit it needs to support its artistic and creative plans. We have a healthy events business including weddings, corporate hires and special occasions.

The Chef will play a key role in driving revenue and profitability. You will ensure that our food offer is prepared to the high standards our visitors and clients expect from us.

2. How to Apply

You can apply for this role by CV in the first instance, which should be emailed to recruitment@thebluecoat.org.uk quoting "Chef" in the subject line or by post to: Recruitment, Bluecoat, School Lane, Liverpool L1 3BX

After shortlisting against essential and desirable criteria detailed in the person specification, shortlisted candidates will be invited to interview.

3. About Bluecoat

Background

Bluecoat is Liverpool's centre for the contemporary arts - a bustling cultural venue that sees 700,000 visits each year. Our city centre positioning, our building's heritage, and our hospitality business help attract an audience that is diverse in age, gender, disability, ethnicity and socio-economic background.

We host a regular programme of exhibitions, live events, workshops and discussions covering a range of art forms including visual art, music, dance and literature. Our participation programme enables people who might otherwise face barriers to engagement to be involved in the contemporary arts. Bluecoat, based in a grade I listed building, is also home to a community of creative retailers, working artists' studios, a cafe and a bistro.



History

The oldest building in Liverpool city centre, Bluecoat has a fascinating history. It started life as a church charity school for orphans 300 years ago. The school moved to Wavertree in 1906 and the building has been an arts centre, the first in the UK, ever since.

Bluecoat's eighteenth-century origins are connected to the sea, when many merchants supported the school with funds derived from maritime trade, including transatlantic slavery. The arts centre continues to interrogate this and other colonial histories through exhibitions, performances and projects, working with artists and communities, as well as ongoing research.

Bluecoat has always played a major part in Liverpool's cultural life, from hosting the likes of Picasso and Stravinsky during the early twentieth century, to developing relationships with artists such as Yoko Ono and George Melly. Its public programmes have attracted national acclaim for hosting leading figures from the arts and entertainment worlds while nurturing new talent locally.

Surviving wartime bombs and turbulent political and economic times, Bluecoat remains a symbol of Liverpool's resilience and creativity. Today, it is more popular than ever, with its mix of architecture, arts, shops, café, a garden to relax in, and a wealth of stories. For more on Bluecoat's history visit our archive website mybluecoat.org.uk

Vision

Bluecoat is entering an exciting period of change. We have a new ten year strategy which outlines our ambition to provide a space for the public to experience contemporary art and visual culture in new and exciting ways. As a worksite for artists we will experiment with new ways of bringing process and progress into the public domain, working in purposely inclusive ways with artists who find this an exciting prospect. We will open up our building's cultural legacies to artists and audiences through interpretation, engagement and research. Our hospitality and catering is a key element in achieving this vision.

Brand

Bluecoat has recently undergone a rebranding process resulting in four new brand pillars, a new communications principle, new visual identity and tone of voice. The four pillars each represent a priority area for the Bluecoat over the coming years - not necessarily where we are as an organisation, but where we are heading:

1. Breaking new ground

Bluecoat is Liverpool's contemporary arts centre - the first, the original. A place defined by 100 years of radical thought and creative reinvention. An independent arts centre that continues to nurture artistic talent and break new ground. Part of Liverpool's past, key to its future. Liverpool has the fastest growing city centre population in the UK, growing 181% between 2002-2015.

0. Unlocking the creative process

Bluecoat brings people into the heart of the creative process, creating new opportunities for individuals and communities to interact with artists as they work. A place not just to look at but to engage with art.

0. Inspiring curiosity

Bluecoat is a creative playground, a supportive space in which to unearth new ideas and embrace something out of the ordinary. It is a place that sets out to inspire: here, you can make, debate, and participate in new and unexpected ways.

0. Purposefully inclusive

Bluecoat is an inclusive home for artists and creative practitioners. A place that sees potential in many voices under one roof. A platform for artists with different viewpoints and from backgrounds under-represented in the sector. Here, artists can find their voice and share their work with a wider and more diverse public.

Equal opportunities

Bluecoat is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity. Bluecoat is an equal opportunities employer and will provide reasonable support throughout the recruitment process to applicants who have a disability.

4. Job Description & Person Specification

Job Title	Chef
Responsible to	Catering and Events Manager
Main Purpose of job	To take day to day responsibility for the kitchen and support the Catering & Events Manager across relevant areas of the business' operating costs including: food costs/ gross margins.
About the Team:	This role will sit within the Trading Team
Internal communication	Marketing & Communications, Buildings, Finance, Participation and Programme
External communication	Suppliers, customers, sales contacts, peer organisations in Liverpool and nationally
Hours of work	Hours: 40 hours per week, a flexible working pattern of 5 out of 7 days to meet the demands of the business and a willingness to work additional hours if required.
Location	Bluecoat Liverpool L1 3BX
Salary	£26,000 (40 hours per week)
Contract Type	Permanent
Holidays	33 days per year including Bank Holidays . As Bluecoat is open all year round (with the exception of Christmas Day, Boxing Day and New Year's Eve Day), if Bank holidays fall on normal working days these will be expected to be worked, unless pre-booked as holiday.
<p>MAIN RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Work with the Catering Management Team to develop and produce menus and dishes across the catering operations which are appropriate and meet the needs of all users and visitors to the Bluecoat. • Ensure the menus are seasonally relevant, take best advantage of seasonal produce and ensure timely delivery of menu changes. • In conjunction with the Catering Operations Manager, be responsible for researching, selecting, buying and maintaining an appropriate stock of fresh, quality food and managing food supplier relationships and balancing quality control with cost management • Implement the HACCP plans and due diligence for the kitchen, ensuring the maintenance of all Health & Safety/Food Safety records to legal requirements including the Safer Food Better Business Manual • Keep abreast of developments and changes within the Catering business. 	

RESPONSIBILITIES

- Freshly prepare and cook dishes of a high quality for both daily sales and private events, including weddings.
- Ensure the quality of food produced is of a consistently high standard.
- Ensure the menus are seasonally relevant, take best advantage of seasonal produce and ensure timely delivery of menu changes.
- Consistently review costs to ensure gross profit margins are met.

Stock Control

- Carry out monthly stock take and implement a stock rotation system.
- Manage stock through effective ordering to ensure minimum waste.
- Meet targets set in relation to sales, cost and operating profit.
- Control wastage by maintaining the correct stock levels and rotation from dry stores and cold storage, and avoid over production of food

Kitchen Management

- Undertake the day to day running of the kitchen, delegating duties to the Kitchen Assistant, as appropriate including food preparation.
- Manage the performance of the Kitchen Assistant with regards to cleanliness, hygiene and maintenance of records. Ensure standards are maintained consistently.
- Be responsible for the presentation, cleanliness, and hygiene of the Kitchen at all times, undertaking regular checks.

Safety and Compliance

- Record and communicate all relevant allergen information as required by law.
- Promote the safe use of the kitchen, equipment and environment under the Health and safety at work acts, hygiene and other relevant regulations
- Ensure all relevant food controls and correct temperatures are always logged and adhered to.
- Report all accidents and defects in kitchen equipment to the Catering & Events Manager
- Ensure all work areas of the kitchen, dry stores and refrigeration are always maintained in a clean and hygienic condition and especially end of day
- Ensure all food stuff are always dated and labelled
- Ensure all HACCPs procedures are followed

General

- Flexible working including evenings and weekends when required
- Participate in staff training and development activities as required.
- Act as an Ambassador for the Bluecoat at all times.
- Carry out all duties with full regard to Bluecoat's Equal Opportunities, Health and Safety and Safeguarding policies.

Person Specification.

Please read this section before starting your application

All the criteria in this person specification are important, but those headed Essential are the most important requirements. Please make sure you give examples of how you meet the essential criteria when writing your application. Those marked Desirable should be referred to if you have them.

Please tell us about any transferable skills that you have which support you meeting the Essential and Desirable criteria for the role.

Your application will be scored on the criteria in the person specification, and the more criteria you can demonstrate through examples will increase your score. This will determine whether you are invited to interview. If invited to the interview stage, your suitability for the job based on these competencies will be assessed further.

Essential

You'll need to have:

- Experience of working in a commercial kitchen in a Chef role demonstrating flair and enthusiasm for cooking with fresh quality ingredients
- Cooking and food preparation in a high volume, multi outlet environment including events catering
- NVQ Qualification 3 or equivalent
- An understanding of food cost control
- An ability to work in a high pressure environment and to cope under pressure, in a calm and efficient manner
- Good interpersonal skills with both kitchen, front of house staff and management
- Ability to work flexible hours including weekends and evenings

Desirable

- Experience in wedding catering.
- A well-organised approach to work with flexibility and the ability to solve problems in a pressurised environment
- Previous experience demonstrating good management of a kitchen

Values and behaviours

Essential

<ul style="list-style-type: none"> ● Uphold Bluecoat's values as an inclusive and collegiate organisation
<ul style="list-style-type: none"> ● A supportive and empowering approach to working with colleagues and volunteers.
<ul style="list-style-type: none"> ● A sensitive approach to managing group dynamics.
<ul style="list-style-type: none"> ● A positive attitude to tackling challenges and collaborative problem solving.
<ul style="list-style-type: none"> ● An honest and open approach to internal communication along with an awareness of the importance of discretion and sensitivity.
<ul style="list-style-type: none"> ● A genuine commitment to the principles of equal opportunity and cultural diversity, including actively contributing to Bluecoat's Equal Opportunities policies.
<ul style="list-style-type: none"> ● A passion to contribute to Bluecoat's ambition to make the contemporary arts alive to all through provision of exceptional experiences
<ul style="list-style-type: none"> ● A commitment to maintaining a safe workplace including carry out all duties with full regard to and Health and Safety policies

5. Further information

For more information about Bluecoat, visit our website thebluecoat.org.uk

Have a look at our social platforms:

Facebook: facebook.com/theBluecoat

Twitter: [@thebluecoat](https://twitter.com/thebluecoat)

Instagram: [@the_bluecoat](https://www.instagram.com/the_bluecoat)

We look forward to receiving your application!

School Lane, Liverpool, L1 3BX | Telephone: 0151 702 5324 | Email: info@thebluecoat.org.uk | www.thebluecoat.org.uk

 facebook.com/thebluecoat  [@thebluecoat](https://twitter.com/thebluecoat)  [@the_bluecoat](https://www.instagram.com/the_bluecoat)

Company Registration No 02246627 England | Registered Charity No 700862 | VAT Registration No 784 5801 96

Trading at the Bluecoat Ltd Company Registration No 6825349 England