



## Chef/Cook – job description and person specification

### Summary

Job title	Chef/Cook
Reports to	General Manager
Location	HQ Urban Kitchen, (former Tapestri Café), Llys Glas, Orchard Street, Swansea.
Salary	£24,000 (negotiable for exceptional candidates)
Hours	40 hours per week

### A little bit about who we are and what we're doing

HQ Urban Kitchen is a café-bar and event space, located in the heart of Swansea's creative quarter. The recently refurbished site has an enclosed outdoor courtyard and is surrounded by student accommodation, university staff, local office staff, creatives, commuters, and people living close to the city centre.

Our aim is to provide a vibrant, healthy, welcoming and accessible eatery for everyone, a place from which to work, and a great venue for a variety of creative events and activities. Our food offer is ethical and locally sourced, with lots of vegan friendly options, plus a licensed bar, stocking craft beers, spirits, wine and the odd cocktail.

The venue is open 6 days a week from 9am until 4pm, with the addition of timetabled evening events taking place throughout the year, including live music, spoken word events and book launches, talks, networking events, private hires, some of which can be held outside in our courtyard space in fine weather.

For some images of the venue, location, and our current menu, visit our website: [www.hqurbankitchen.co.uk](http://www.hqurbankitchen.co.uk)

HQ Urban Kitchen was set up by Urban Foundry – Swansea's creative regeneration agency and its first accredited BCorp. Urban Foundry is a purpose-driven company, forging great ideas to change the world for the better – improving people's lives, making great places, and building business with purpose.

As well as HQ Urban Kitchen, Urban Foundry has also created the Swansea Bay Street Markets social enterprise (which operates the Uplands, Marina, Mumbles, Port Talbot and Pontardawe street markets) and also the PopUp Wales initiative bringing life to empty spaces in towns and cities in Wales. Like HQ, these projects are spin-outs and operate through independent companies, but they are affiliated to Urban Foundry and mimic its BCorp values. We also work across Wales with a variety of public, private and non-profit organisations delivering a wide array of projects.

You can find out more about Urban Foundry from the website: [www.urbanfoundry.co.uk](http://www.urbanfoundry.co.uk)



## Who and what are we looking for

This is an ideal opportunity for anyone with experience and a love of cooking and catering within the Hospitality Industry to spread their wings. Although we are looking for experience, we will still be interested if you are an exceptional recent graduate who can convince us that you can manage busy lunchtimes and the various responsibilities the job entails.

Our regular food offer is 9 - 2.30 (10-2.30 on Saturdays), with the occasional evening event to cater, but you'll generally be done and heading home around 4pm. There will be no split shifts or 1am finishes in a kitchen. We don't do zero hours contracts nor do we expect people to work long hours that they aren't paid extra for – you will know where you are with us.

Additionally, the kitchen will not be open between Christmas Eve and New Year's Day inclusive, so there is guaranteed time off during the festive season, you will also get all bank holiday Mondays off throughout the rest of the year. So, the job may particularly appeal to someone in the industry seeking more family time, or who just wants to get their evenings back.

We have a menu in place, which has been working well, and we are looking for someone who can deliver that menu, but there will be plenty of scope for you to show your creativity with specials and we are also open to discussion about our menu to suit your tastes and abilities.

## Responsibilities

The role will include:

- A love of fresh, wholesome food and the cooking of it
- A passion and interest in local food suppliers and ingredients and the use of them
- Managing all day-to-day operations of a busy working commercial kitchen
- Helping with the hiring of any assistant kitchen staff
- Supervising and training kitchen staff
- Coordination and liaison with suppliers and all related food ordering. Ensuring all goods delivered are to a high standard
- Helping to prepare weekly/ monthly kitchen staffing rotas
- Reviewing menus which are sensibly and realistically priced for our target audiences
- Producing fresh, daily specials and seasonal menus
- Catering (buffet) for occasional evening events
- Making and taking inventories of all kitchen stock
- Continued kitchen stock rotation to minimise wastage



- Working closely with front of house staff to ensure high standards of food is delivered to customers
- Standard practice of kitchen cleaning schedules, budgeting, liaison meetings, HACCP, Health and Safety, COSCH, sanitation, hygiene, allergens
- Effective communication skills with staff members and management at Urban Foundry
- Relevant Health and Safety Certifications and Food Training Certs
- Monitoring compliance within the kitchen (Legionella, Salmonella etc. - some of this is specific to the University and training can be given)
- An understanding of the highs and lows of a busy kitchen and utilising worktime effectively to meet those demands
- Ensuring all kitchen equipment is cleaned and maintained to a high standard
- Helping to ensure that we are as environmentally responsible as we can be

The above description is not an exhaustive list – there will be other tasks and activities that you may be required to undertake that are within your capability and pay grade.

You will be managed and supported by senior members of our team throughout, and on the job training will be provided to familiarise you with our systems and approaches.



## Person specification

We want to work with people who understand and will uphold our values and fit with our culture.

We want people to work with us because they 'get' what we do and what we are aiming to achieve, and who want to be a part of that – helping us to drive forward the venue.

Wellbeing and kindness are core values to our company – you'll be joining a company that cares about its staff.

We aren't a typical business and, whilst technical skills and experience are important for this role, we are also looking for someone who wants to be a part of our culture and purpose-driven approach – even though this project is run through a separate company, it echoes Urban Foundry's values.

Regeneration is what we do, but it's a very broad term and so the nature of our work can be eclectic. At times we are all 'chief cook and bottle washer' – that's the nature of the world we operate in, which requires multi-disciplinary approaches, creative thinking, a willingness and ability to find new ways of doing things, and a tenacious and resilient approach. You need to be strong team player and good at collaboration. Direction will be provided, but you will also be expected to be able to work on your own initiative also.

## Our kind of person – we are looking for people who will exhibit (and can evidence) the following behaviors

- Values driven – we want someone who wants to change the world for the better and who will align with our culture and values as a company
- Kind and patient – we want someone who values kindness and the wellbeing of others and who is patient and diplomatic in their responses should things sometimes not go to plan
- Creative and resourceful – the nature of our work requires creative thinking and resourceful approaches to address often difficult, complex issues
- Adaptable and resilient – the nature of our work is that we are often trying new ways of doing things, and having to work it out as we go, so we need people who can quickly adapt and who are resilient
- Collaborative – almost everything we do involves some element of co-production, whether internally or with our clients and/or people in communities
- Diligent – you will have to work on your own at times and whilst you will have direction, you will need to be able to use initiative and work without continual supervision
- Multi-tasking/prioritisation – the nature of our work means that you will need to be good at time management, deciding what to focus on and when.

We seek colleagues who are: team players; able to work on their own initiative; value driven; kind and patient; creative and resourceful; tenacious; adaptable and resilient; collaborative; diligent; good at multi-tasking; focused; and punctual.



We are none of us perfect, but we like to think we are much of these things and we want to find new colleagues who are too.

## What's next?

If you feel this role could be for you, please send an up-to-date CV and brief cover letter (the latter no more than one side of A4) as to why you feel this could be the position for you.

Please send applications to: [info@hqurbankitchen.co.uk](mailto:info@hqurbankitchen.co.uk)

Applications should be submitted to us by midday on Monday 22<sup>nd</sup> August 2022.

We are happy to have informal discussions if you would like to talk it over before applying, if so please contact us via the above email address.

We aim to interview shortlisted candidates in late August/early September 2022, with the successful candidate starting as soon as possible after that.

Interviews will be conducted in person at the venue and as part of that we may ask you to prepare something from our menu in our kitchen (all ingredients will be provided by us).