

THE CLINK EVENTS

Job Title:	Head Chef Trainer
Reports To:	General Manager Trainer Clink Events
Areas of Accountability:	The Training Kitchen and all Prison Learners within the kitchen environment
The Clink Events Company Vision:	The aim of The Clink Charity is to reduce re-offending rates of ex-offenders by training and placing graduates upon their release into the hospitality industry.
The Clink Events Company Purpose:	<p><i>Changing attitudes, transforming lives and creating second chances</i></p> <p>The charity represents a genuine opportunity for change and has developed an engaging and integrated training programme which gives prisoners a chance to gain professional qualifications whilst in prison, and supports them on their release in finding employment in the catering & hospitality industry. Prisoners have the chance to gain City & Guilds NVQ qualifications in food preparation, food service and food safety, as well as gain experience whilst working in a fine dining Events which is open to the public.</p>
Job Purpose within The Clink Concept:	An operational training role managing The Clink Event's Training Kitchen and executing events off site with the sole aim of reducing reoffending through training prisoners.
Responsibilities: Training	<ul style="list-style-type: none"> • I am responsible for preparing the food for all Clink Events both at the training Kitchen and off site in Client premises or Events space. • I am responsible for recruiting up to 20 Prison Learners at a time in the Clink Events training kitchen who all have 6 to 18 months left of their sentence to serve • I ensure that I implement The Clink's Five Step Programme and make certain that all Prison Learners are following the programme • I am responsible for delivering high quality training to the Prison Learners in line with City & Guild NVQ qualification expectations/standards for Food Service, Food Preparation & Cooking and Food Safety • I am responsible for ensuring that all of the Prison Learners work is up to date, logged in line with City & Guild NVQ expectations and that all training is logged with the Training Administrator and ready to be audited by the IQA • As a key part of the Clink training team, I ensure that I deliver training with innovation, creativity and flair, and that the Prison Learners are taught and inspired by new techniques and industry trends

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Operational

- I deliver training & coaching with passion and share my knowledge and love for food, quality ingredients and seasonality with the Prison Learners.
- I ensure my training sessions are structured and supportive, and that I take account of different learning styles and needs of the group and the individual, adjusting my style as appropriate
- I am responsible for ensuring that the training kitchen is run on a commercial basis, in order for the prisoners in training to gain valuable experience whilst gaining academic qualifications.
- I work with all Clink Head Chef Trainers to share best practice, demonstrating flair, imagination and a commercial awareness in the dishes that takes into account current food trends, delights our customers with high quality fine dining food and which meets the development needs of our Prison Learners
- I am responsible for and manage all costs effectively and within budget regarding the purchasing and production of food. I ensure that I implement practical controls to ensure that waste is minimised and within budget, and that portion control is managed to maximise efficiency and maintain gross profit through effective use of recipes and specification sheets
- I ensure that accurate weekly stock takes are undertaken to measure actual food cost verse theoretical food costs , and that any discrepancies are investigated and escalated immediately
- I proactively liaise with the Clink Gardens regarding the supply of salad and vegetables, and am responsible for ordering all food and non-food items from The Clink Event's nominated suppliers, ensuring quality standards are met at all times
- I collaborate with the entire Clink Events Management Team to maintain and develop best practice with regard the efficient and effective management of stores and weekly stock accounting systems and procedures. I ensure, with my Sous Chef, that accurate and auditable purchase, receipt and storage standards and procedures are met and maintained and administered at all times and communicated to our Prison Learners
- I comply with our sustainability policies, composting food waste and turning fryer oil into bio diesel where applicable
- I ensure that The Clink Events Team and Prison Learners are always well presented, clean, professional and wearing appropriate clothing at all times
- I collaborate with the Director of Events and General Manager in developing the business forward.
- I am responsible for managing any industry & supplier volunteer trainers when they are in the training kitchen

Health & Safety

- I am responsible for all food hygiene and health & safety within the training kitchen, and I ensure that both I and my Sous Chef lead by example in setting high cleanliness standards, best practice and routines to avoid accidents, food spoilage or waste
- I manage all systems, procedures and documentation needed to conform to prevailing Health & Safety, Food Hygiene and COSHH legislation and The Clink Events Company policies in accordance with best practice in the industry
- I am responsible for ensuring the completion of the daily HACCAP sheets
- I work with the General Manager Trainer to ensure all H&S and Food Hygiene audits are completed in my areas of responsibility and that all training, quality, environmental and safety standards are met, maintained and exceeded
- I actively manage the Prison Security Intelligence Reports (SIR) ensuring they are completed in an accurate & timely manner and ensure they are communicated through my team.
- I ensure that all tool checks and counts are carried out and recorded with my Sous Chef and any discrepancies are managed immediately
- I support and contribute to the Events H&S Strategic Plan, and ensure my Sous Chef and our Prison Learners are compliant in our H&S obligations to both Company and Statutory standards
- I ensure that all H&S risks and concerns are flagged through the appropriate reporting channels immediately they become apparent

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<p>Leadership</p>	<ul style="list-style-type: none"> • As a Senior Manager, I deputise for the General Manager Trainer and contribute to the overall management of the Events, taking on additional duties and responsibilities as and when required • I demonstrate strong and resilient interpersonal skills to support the business in any given situation • I cultivate strong working relationships through my influencing and networking skills to create effective working partnerships with both internal HM Prison teams and external partners • I am responsible for creating and maintaining a positive and engaging working environment in the training kitchen to build confidence, motivation and pride amongst the Prison Learners • I ensure that I manage my team and the Prison Learners in all aspects of performance management and employee development, (using Red & Green entries), ensuring all have structure, clear direction, goals and deadlines built within their training goals, and that they are given full regular and constructive feedback • I am a coach and constantly motivate my Chefs and Prison Learners to ensure their full potential and improve on their own performance • I undertake regular performance reviews and annual appraisals to identify the training needs of my Chefs and I ensure that appropriate training is provided. • I reward good performance and take action to address poor performance through proper communication and follow up. I collaborate with the Director of Events and General Manager Trainer in recruiting and hiring Prison Learners, and work with my Sous Chef to identify needs, set resourcing goals, plan for seasonal needs and balance the skills and experience needed in the training kitchen
<p>Develops Self</p>	<ul style="list-style-type: none"> • I am able to work independently, under pressure and to tight deadlines. • I successfully manage through change and am able to adjust my priorities according to changing business need/requirements • I actively seek new ways of working to improve the running of the training kitchen and keep abreast of industry trends, innovation and legislation, bringing fresh ideas and inspiration to optimise kitchen, training and Events operations • I act with initiative and creativity in resolving issues and realising The Clink Events long term strategic goal of reducing re-offending rates • I actively seek learning and development opportunities to grow in experience skill and ability
<p>Your Physical Environment and Health & Safety</p>	<ul style="list-style-type: none"> • I move stock using manual handling principles • I ensure the training kitchen is safe at all times for staff, prison learners and visitors • I am knowledgeable of, understand and implement safe manual handling procedures and the Prison Fire & Emergency Procedures
<p>Ministry of Justice Vetting</p>	<ul style="list-style-type: none"> • It is essential to pass the MoJ prison security vetting process in order to be able to draw keys and ensure I adhere to all HM Prison Policies & Procedures
<p>Technical Competency</p>	<ul style="list-style-type: none"> • It is desirable but not essential to have a TAQA (assessing qualification) or equivalent and have experience of delivering training in the workplace • Training Techniques and or Craft Trainer Award V1 Assessor would be desirable, but not essential • Must have clean driving licence and be willing to drive to and from events in Clink Events vehicle or own vehicle • Designated Premises Supervisor (Liquor Licensee)
<p>Knowledge & Experience</p>	<ul style="list-style-type: none"> • Previous experience at Head Chef level in a high end service and cuisine environment • Experience of fine dining & being passionate about high quality, seasonal food

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	<ul style="list-style-type: none"> • Able to successfully lead, motivate and manage a team with a consistent approach • Previous experience of delivering training and successfully enhancing the skill level of a brigade is essential • Strong leadership skills managing a number of reports and accountabilities is essential • Commercially experienced, able to manage budgets, stock and cost recipes • A clear and concise communicator with a good level of IT skill
Hours of Work, Pay & Benefits	<ul style="list-style-type: none"> • To take part in out of hours events as and when required • Pay as detailed in Offer Letter and Principle Statement of Terms • 25 days holiday plus bank holidays • Company Pension Scheme • Free meals on duty • Chef's whites provided and laundry service • Non-slip shoes provided

Competency	Criteria	What we want to see	What we don't want to see
Passion for Food	<ul style="list-style-type: none"> • Shares their knowledge and passion for ingredients/dishes • Demonstrates and inspires creativity and innovation with ingredients & technical skill • Thinks and breaths service • Puts the customer's needs first • Is friendly without being overfamiliar • Works with attention to detail and structure • Shows a sense of pride in their work and their service • Is inventive and brings fresh ideas • Keeps abreast of industry innovation & trends • Confident to ask for support in difficult situations 	<p>Talks provenance, seasonality, foodie trends Talks & cooks with passion & skill</p> <p>Nothing is too much trouble Forward thinking Polite & engaging Detail matters Pride in their work Generates new ideas / uses initiative Talks with knowledge/passion about trends Professional / Calm approach</p>	<p>Little or no passion for food Doesn't use technical innovation or new ingredients & poor knife skills Misses service opportunities Acts only when asked or directed Unfriendly / Overfamiliar Thinks okay is good enough Messy / Untidy Accepts the norm Disinterested Nervous / Flustered</p>
Communication	<ul style="list-style-type: none"> • Able to express themselves clearly • Speaks with confidence • Says what they mean respectfully • Listens to understand • Is genuine (when they speak) • Open to giving and receiving feedback • Conscious of their impact on people's feelings when engaging with others • Able to explain complex or detailed information and interpret/simplify to help others understand 	<p>Clear communication & easily understood Positive approach / Smiling Respectful of others Questioning politely Open body language / smiling / listening Gives & accepts feedback Listens to others / Aware of others body language</p> <p>Recognises different learning styles and adjusts their communication accordingly</p>	<p>Unclear communication Unsmiling / Negative approach Disrespectful / Insensitive Accepts the norm Closed body language Resistant to feedback Talks over others / Sarcastic / Uses humour inappropriately Unaware of different learning styles or individual needs</p>

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<p>A Role Model</p>	<ul style="list-style-type: none"> • Proud & committed to the rehabilitation of ex-offenders • Brings energy & confidence to their work • Wants to do their best • Takes the initiative • Shows high standards of appearance & personal hygiene • Takes ownership for the completion of tasks / service • Actively seeks to develop themselves & learns from mistakes • Able to manage emotions in stressful/pressurized situations • Is organised and adaptable to changes in priorities 	<p>Professional & Knowledgeable about The Clink vision & values Shows energy & pace Goes the extra mile Exceeds expectations Well-presented / clean Ownership / Hands on Shows a keenness to excel Calm / Professional / Organised / Positive Achieves consistently high standards</p>	<p>Just here for the job/money Lacks energy / pace Content with low standards or is inconsistent Shows minimal effort Scruffy / Unkempt Blames others / Hands off Needs close supervision Flustered / Stressed Struggles with a change in task</p>
<p>Team Work</p>	<ul style="list-style-type: none"> • Strives to develop a strong team of Prison Learners • Shows respect for all • Is reliable and on time • Supportive of others • Brings a positive attitude to the day's work • Not frightened of working hard • Builds productive relationships • Cares about others needs 	<p>Passionate about investing time & knowledge with the Prison Learners Respectful Punctual / Reliable Helpful / Understanding Positive / Engages with others Resilient / Dedicated / Hands on Supportive / Helpful / Inclusive Listens / Shows respect / Patience / Acts as a coach and role model</p>	<p>Just a job mentality Ignores others /Moans / Complains / Makes excuses Late / Unreliable / Poor timekeeper Intolerant of others Isolates self from team / Negative outlook Minimal contribution Disinterested / Loner Thinks of themselves first / Adopts a style of do as I say not as I do</p>
<p>Leading & Developing Potential</p>	<ul style="list-style-type: none"> • Empowers and inspires Prison Learners to achieve their personal best • Recognises and celebrates contributions and achievements • Is consistent in management style and approach • Takes ownership for their actions • Manages performance and behaviour in an effective and fair manner • Generates trust and confidence in others • Ensures the principles of equality & diversity are embedded in the team • Recognises when they need to seek guidance and support • Spots potential & seeks out development opportunities • Shows patience, support and addresses all learning styles • Helps others to find and use their strengths • Solicits and provides regular and constructive feedback • Encourages all to do their best • Provides opportunities to learn • Is engaging and encouraging 	<p>Motivating / Inspirational / Delegates effectively Supportive and encouraging Open and listening management style Takes responsibility Fair and approachable Honest / Trustworthy Unbiased Self-aware / open to feedback Actively develops others Supportive /Patient / Recognises the individual Works in partnership Listens / Provides positive advice Motivating Proactive through delegation Engaging / Encouraging / Positive</p>	<p>Disinterested / De motivating Ignores or unaware of contributions Closed defensive management style Blames others Unreasonable / Directive in management style Inconsistent and/or shows favouritism Unreliable / Dishonest Allows personal bias to affect decision making Over confident in own ability/ Doesn't listen Chooses not to take up opportunities to develop Unsupportive / Impatient / task focused Unaware of individuals needs Uncommunicative / Criticises Demotivating/accepts average/poor performance Controlling Closed management style / negative</p>

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<p>Results Orientated</p>	<ul style="list-style-type: none"> • Understands the relationship between people and profit • Thinks strategy and works with the goal/objective in mind • Has a business plan to grow profit and reduce ex-offending rates • Celebrates successes and learns from mistakes • Spots opportunities, thinks creatively, and introduces innovation • Shares the vision and leads through others • Is an industry expert and is abreast of all trends 	<p>Manages profit thorough their people Forward thinking/ sets the objective/Proactive Planned & organised</p> <p>Rewards others / adapts and changes Innovative / Creative thinker</p> <p>Communicates strategy & leads within the team Acquires and shares industry knowledge / trends</p>	<p>Places too much emphasis on achieving the task Reactive Unplanned / Disorganised</p> <p>Takes the limelight / Self centred Accepts the norm</p> <p>Closed communication style / acts independently Unaware of industry knowledge/ trends</p>
<p>Organised & Planned</p>	<ul style="list-style-type: none"> • Able to allocate time and / or resources to tasks • Uses time management to prepare & meet deadlines • Sets clear and realistic goals • Determines commercially relevant targets • Adjusts priorities with changing circumstances • Effectively manages task load and prioritises accordingly 	<p>Provides structure Utilises time management Uses SMART Prioritises with business need in mind Adaptable to changing priorities Efficient / Forward plans</p>	<p>Unstructured approach No time focus Unclear direction /No use of SMART Unable to select tasks / uncommercial Inflexible to change Ineffective / Reactive / Unable to rank tasks</p>