

## **Role: Kitchen Manager**

**Hourly Salary: £12**

**About us:** The Old Abbey Taphouse is the flagship venue of STEAM MCR, a community interest company creating spaces for the community to relax, create and learn something new. We host weekly events and workshops in the heart of the Oxford Road Corridor.

**Job Description:** STEAM MCR needs a Kitchen Manager to take over the operations of our commercial kitchen. The role requires someone with culinary and management experience. We're looking for a creative, motivating professional who doesn't mind contributing to prep work but who won't be afraid to delegate. Responsible for maintaining health and safety procedures, allergens and ensuring food safety is compliant. You will report to the Operations Director with the opportunity to hire and train staff. Our menu is artisan sandwiches, small plates, pizzas and Sunday Dinners.

The job requires a minimum of 35 hours per week with nights and weekends each month. The role will be based at The Old Abbey Taphouse operating our main commercial kitchen.

**Hours: 35-45 per week**

### **Responsibilities and Duties**

- Order supplies, food and ingredients based on rapidly shifting demand
- Train kitchen staff in specific stations, and cross-train as necessary
- Create schedules for kitchen staff to ensure there are always enough workers to meet the demand, particularly for events and weekend service
- Maintain a 5-star hygiene rating and conduct a full weekly cleaning program
- Schedule and oversee necessary maintenance and repairs on kitchen appliances
- Assist with menu changes and adjustments based on seasonal availability
- Ensure all paperwork is completed and in compliance with hygiene standards
- Attend monthly management meetings to report to directors
- Responsible for the weekly and seasonal kitchen deep cleans
- Responsible for maintaining Health and Safety procedures, Allergens and other legal requirements when it comes to the sale of food following Safer Food Better Business and Food Safety Level 3

**Length: 12 Months**

### **Timeline :**

Applications close 31st December  
Job role due to start February 2024

Email CV and cover letter outlining why you think you'd fit the role to  
[info@theoldabbeytaphouse.co.uk](mailto:info@theoldabbeytaphouse.co.uk) subject line Recruitment