

Taste Tideswell Ltd: Tideswell School of Food

Introduction

The Tideswell School of Food is a one year old Cookery School, Community Kitchen, and Education Venue in Tideswell, in the Peak District. It is a social enterprise at the heart of a wider project, called "Taste Tideswell", that aims to boost the local food economy and encourage participation in the local food chain. Tideswell is a large village in Derbyshire, seven miles east of Buxton and about 16 miles west of Chesterfield

Taste Tideswell Ltd is a not for profit company limited by guarantee, and a Social Enterprise. The School of Food is working towards being a profitable enterprise within Taste Tideswell Ltd that aims to bring knowledge, enjoyment and inspiration to people looking to learn about cooking using first class facilities in the wonderful environment of the Peak District. The organisation's profits are ploughed back into the Taste Tideswell project as a whole to support community education activities. Produce from the project's own community garden will be used where practical to do so, and the aim is generally to source goods and services as locally as possible.

Job Title: Head of Operations – Tideswell School of Food

Location: Tideswell, Derbyshire

Employer Type: Not for Personal Profit Community Enterprise

Position Type: Full Time

Role reports to: Taste Tideswell Director.

Remuneration Package: In excess of £20,000pa.

Purpose of the Role:

To be responsible for the operational activity of the School for Food and supporting the wider Taste Tideswell Project in accordance with Taste Tideswell Strategy. To work closely with the Head of Sales and Marketing and Education Officer to ensure the project is successfully delivered.

Key Responsibilities

- 1) To manage the operation of the Taste Tideswell Project ensuring the project meets the required outcomes.
- 2) To fully manage the facilities of the School including building and equipment maintenance etc.
- 3) To fully manage our team of freelance chefs, including assessing their performance, ensuring that courses meet our high levels of delivery, and that each chef feels supported and valued.
- 4) To ensure effective financial and budgetary control of the project – deliver financials against agreed budgets.
- 5) To manage the cash and banking procedures ensuring all protocols are met.
- 6) To manage all salary payments and payslips.
- 7) In collaboration with the Head of Sales and Marketing to plan effective events and sales activity in order to generate revenue.
- 8) To maximise the value of all project revenue streams.
- 9) To ensure that all Brewery items are ordered in a timely fashion, that accurate records are kept and that all Customs payments are made.
- 10) To seek out, recommend, and apply for additional sources of funding to keep the project sustainable.
- 11) To be the ultimate point of contact for all customer service matters.

- 12) To prepare regular reports for the Board and in-house team to help improve and grow the business.
- 13) To personally manage out of hours activity providing front of house cover.
- 14) To ensure that the School meets all standards of hygiene, health and safety and cleanliness in accordance with standard operating procedures and ensuring legal/industry compliance.

Person Specification

	Essential	Desirable
Core Competencies	<ul style="list-style-type: none"> ▪ To be a confident and clear communicator particularly when dealing with partners / media etc. ▪ Excellent presentation skills. ▪ Strong operational /management skills. ▪ Customer service and focus skills. ▪ Excellent planning and organising skills. ▪ To be able to work and remain calm when dealing with several competing deadlines. ▪ To be a hard working and flexible management team player. ▪ To be able to effectively manage a small, part time team. ▪ To be able to demonstrate clear understanding and commitment to the customer food experience in a first class establishment. ▪ Strong commercial acumen. ▪ Attention to detail and numerate. ▪ To be able to maintain and develop a good network of contacts. ▪ To be open and responsive to feedback from customers. 	<ul style="list-style-type: none"> ▪ To keep constantly up to date with latest food trends and developments ▪ To be familiar with educational programme delivery ▪ To be interested in cooking
Knowledge and Experience	<ul style="list-style-type: none"> ▪ Understanding of the food and drink sector particularly in the hospitality sector / outside catering sectors. ▪ Experience of event management. ▪ Up to date knowledge of IT and administration procedures and systems including Photoshop and website content management systems. ▪ Detailed knowledge of PC office applications, particularly Excel, Word, PowerPoint and Publisher. ▪ Experience of managing and controlling budgets. ▪ Experience of managing a team of people. ▪ Knowledge of latest marketing and communication techniques. ▪ A good understanding of social media and how it can benefit the business. ▪ To be able to provide evidence of creative ideas that have prospered. 	
Education	<ul style="list-style-type: none"> ▪ Degree or equivalent ▪ Evidence of CPD or other training 	<ul style="list-style-type: none"> ▪ Qualification in: Hospitality and Catering; Food Safety; Supervising Staff Safety; First Aid certificate ▪ MBA or Marketing/Sales Qualification

Job Description – Head of Operations

Other	<ul style="list-style-type: none">▪ Due to the nature of the role there will be a requirement to work outside normal office hours.▪ Current UK Work permit required.▪ Current CRB check will be required.▪ Valid UK driving licence.
--------------	---

Taste Tideswell is committed to equal opportunities.

To apply for this position please send your CV and covering letter to:

Juliet Waugh
Tideswell School of Food
The Courtyard
Commercial Road
Tideswell
Derbyshire
SK17 8NY

Or email it to juliet@tastetideswell.co.uk.

Closing date 5pm Friday 10th February 2012.