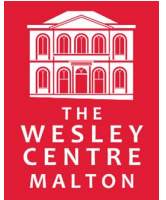


Job Information Pack

Head Chef

The Wesley Centre
Saville Street, Malton, YO17 7LL

JOB DESCRIPTION



ABOUT THE JOB:

We are looking for a passionate and creative Head Chef to lead our kitchen team. You will be responsible for developing and delivering fresh, seasonal menus using locally sourced ingredients.

Job title: Head Chef.
Location: The Wesley Centre, Saville Street, Malton, YO17 7LL.
Responsible to: General Manager.

To find out more about this opportunity to work straight shifts – where you'll be in the kitchen more days than evenings and to see our renovated facilities, which include a brand new purpose-built commercial kitchen, drop in and meet the team at one of our recruitment sessions on either:

- **September 16th**, between **4pm** and **6pm**, or
- **September 17th**, between **8am** and **10am**

ABOUT US:

The Wesley Centre is set to become a vibrant and dynamic cultural venue in the heart of Malton. We are home to a 100-cover Café-Bistro and a 550-seat auditorium hosting classical music and cultural events. With daytime hours and just one or two evening events a month, we offer an excellent work-life balance — no split shifts, and a supportive, inclusive team.

At the Wesley Centre, we are committed to building a diverse and inclusive community where every individual is valued and respected.

We actively encourage applications from individuals who are underrepresented in our sector, including but not limited to people from Black, Asian and minority ethnic backgrounds, LGBTQ+ individuals, and those with lived experience relevant to our work.

We support flexible working arrangements and are happy to discuss reasonable adjustments to ensure an inclusive recruitment process.

WHAT WE'RE LOOKING FOR:

- A strong commitment to sustainability and quality local produce
- 4 years' minimum experience in leading a kitchen with professionalism and warmth
- Excellent organisational and time-management skills
- A collaborative mindset and willingness to work flexibly
- A creative and customer-focused approach to menu development

DUTIES AND RESPONSIBILITIES:

Main Duties:

- Lead and inspire a small, dedicated kitchen team
- Design and develop seasonal menus in line with our values and current food trends
- Champion the use of fresh, honest, local ingredients
- Ensure compliance with all food hygiene and safety regulations (including HACCP)
- Maintain a calm and professional leadership during busy service periods
- Create exciting, appealing dishes that delight our customers
- Manage food purchasing, particularly with local and artisan producers
- Plan staff rotas and ensure effective communication within the team and wider organisation
- Monitor kitchen performance and ensure profitability

Other requirements:

- Be an active, engaged and effective member of the staff team.
- Maintain a good understanding of the culture and values of the Wesley Centre.
- Develop positive working relationships with key stakeholders across the Wesley Centre.
- As requested by your Line Manager undertake all other reasonable duties.

SAFEGUARDING:

- The Wesley Centre is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers are required to share this commitment.

TERMS AND CONDITIONS:

Contract type:	Full-time, part-time, permanent.
Working hours:	Upto 37 hours per week.
Rate of pay:	£16.63-£18.19 per hour (£32-£35k+).
Location:	The Wesley Centre, Saville Street, Malton, YO17 7LL.
Working pattern:	Anticipated early morning starts with straight shifts, working 5-days over 7. Depending on the events diary there will be the occasional need for evening and weekend working.
Annual leave:	Full time employees receive 33 days per annum, inclusive of public holidays. This amount is applied pro rata for part-time employees.
Pension:	There is a defined contribution pension scheme to which eligible staff will be auto enrolled.
Probation:	Appointments are conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this.

IMPORTANT INFORMATION



Adjustments:

Let us know if you need adjustments making to the recruitment process or provide information that you feel relevant whilst we consider your application. If selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made. We will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

Entitlement to work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Criminal Convictions:

Some roles at the Foundry involve working with children and are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974. Offers of employment for these posts remain conditional on a satisfactory enhanced disclosure form a DBS check. Whilst having a criminal record does not automatically bar you from working with us this will depend on the job that you have applied for and the nature of the conviction.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. Where CVs are submitted these will not be used to make shortlisting decisions.

References:

Any job offer will be conditional subject to receipt of satisfactory references. We reserve the right to withdraw a conditional offer based on the references that we receive.

Data Protection:

The information you provide will be held in confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

The Club's commitment to equality, diversity and inclusion (EDI) is to confront and eliminate discrimination whether by reason of age, gender, gender assignment, sexual orientation, marital status or civil partnership, race, nationality, ethnicity (race), religion, ability or disability, pregnancy or maternity and to encourage equal opportunities.

Employees of the Club must ensure a positive commitment towards EDI by treating others fairly and not committing any form of discrimination, victimisation or harassment of any description, promoting working relationships between all internal and external stakeholders.

If you have any questions or comments about how we recruit, you can provide feedback [here](#).