



Sharpham House Head Cook – Part time job share

Contract: Part time, permanent

Working 21 hours, 3 out of 4 days including one weekend day per week on a rota (Sunday to Wednesday)

Usually 8.30am to 4.30pm (core hours 9am- 3pm)

No split shifts!

No evening working!

About the role

We are looking for a well-organised, creative and flexible person to join our team. We are a registered charity caring for the historic Grade 1 listed Sharpham House and Estate on the banks of the River Dart near to Totnes. At the heart of the Sharpham Trust ethos is our desire to build a more mindful, compassionate and environmentally sustainable world. We connect people with nature and foster mindfulness and well-being through our programme of retreats, mindfulness courses, public events, outdoor learning and the arts.

This role typically oversees the catering for the groups of between 20 and 44 participants who attend residential courses and retreats at Sharpham House. The excellence of our vegetarian food has been rightly celebrated for a number of years and we want to continue this high standard utilising produce grown in our walled kitchen garden.

The successful candidate(s) will liaise with our Head Gardener and create menus based on what produce is available. The House kitchen usually produces a buffet breakfast, a full lunch menu and a lighter evening meal. This role will oversee the kitchen with support given by a trainee, assistant cook or housekeepers when needed. You will benefit from being part of the community at The Trust, an organisation which has seen significant growth in the last three years and is looking to be more outward facing in the pursuit of its charitable objectives. There can be no better environment to work in than the one offered at Sharpham.

About you

This is a role for someone who is well organised with excellent communication skills and the ability to work on his or her own initiative, as part of a small team. You will need previous experience of vegetarian cooking in a professional context for groups and the ability to manage a commercial kitchen. You will have a passion for food and be able to manage multiple priorities and always achieve high standards. Flexibility and a sense of humour will be vital. An interest in the Trust's charitable work and mindfulness would also be an advantage. Staff are able to access the Trust's programme of mindfulness courses and retreats.

For this role you will need to be able to get to Sharpham House.

Apply

To apply, please complete our application form attached and return to admin@sharphamtrust.org

Closing Date: 9am, 31st January 2025

Interviews: Week commencing 3rd February 2025

Further Information

Please see our website for further information or contact Denise Scribbins:
housemanager@sharphamtrust.org

Sharpham House Head Cook - JOB DESCRIPTION

Job Title	Sharpham House Cook/Chef – job share
Salary	£26,325 (£14,742 pro rata) + pension + holidays
Working Hours	Part time, working 21 hours pw. 3 out of 4 days including one weekend day per week. Sunday to Wednesday. Must be flexible and does include some weekend working and bank holidays. Usually 8.30am to 4.30pm (Core Hours 9am-3pm)
Report to	House Manager
Supervision of	Assistant Cooks, Housekeepers working in kitchen area and retreatants working on veg prep.
Main Purpose of the Role	
To prepare healthy and nutritious Vegetarian meals and refreshments for Sharpham residents.	
Key Objectives	
<ul style="list-style-type: none"> • Provide catering that reflects the Sharpham ethos and approach to local food • Maximise use of produce grown on the estate • Cater for participants’ dietary, allergen and other health needs • Manage the kitchen and catering efficiently • Work to a budget, stock control & ordering • Adhering to health and safety standards 	
Key Responsibilities	
Planning	
<ul style="list-style-type: none"> ▪ Organising Menu Planning and agreeing with Manager. ▪ Liaising with House Manager and Housekeepers regarding menus, dietary needs or allergies and cooking meals accordingly. ▪ Liaise with the Gardeners for quantities and availability of food produce for use in the kitchen. ▪ Supervising other staff working in the kitchen. ▪ Ordering produce on a weekly basis. ▪ Controlling stock rotation to ensure the kitchen, larder and stock rooms are always well stocked, clearly labelling and dating all items. ▪ Notifying the House Manager of any replacement materials or equipment needed for the satisfactory performance of all duties. 	
Food preparation	
<ul style="list-style-type: none"> ▪ Cooking and preparing a variety of fresh, nutritious vegetarian meals for various residential and non-residential groups ensuring they have a positive and rewarding visit. ▪ Making sure that all food at point of delivery is of the highest quality and on time. 	

Health & Safety

- Ensuring that high standards of food, hygiene and cleanliness and health and safety are maintained and appropriately recorded at all times in the kitchen
- Wear appropriate protective clothing and safety footwear with hair tied back whilst working in the kitchen
- Keeping all areas of the kitchen and utensils and equipment in a clean and usable condition, reporting to the House Manager any broken or faulty items.

General Duties

- Good communication with the Trust Director and other staff is essential.
- Liaising with others and taking any problems arising to Line Manager.
- Attending staff meetings when scheduled during working hours.
- Knowledge of the fire alarm system and the procedure to follow in a fire evacuation emergency.
- To be available to work during open weekends and public events.
- Any other duty deemed necessary that might arise.

Person Specification

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none">• Basic Food Hygiene Certificate• Comprehensive understanding of Food Hygiene Regulations• First Aid• Manual Handling• Allergen Training	<ul style="list-style-type: none">• Level 3 or above in food related qualification
EXPERIENCE	<ul style="list-style-type: none">• Experience cooking in a professional setting• Experience managing a kitchen• Experience developing menus using local produce	<ul style="list-style-type: none">• Managing kitchen staff• Dealing with members of the public in a food setting• Meditation retreats
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none">• Vegetarian cooking• Customer service skills• Adapting dishes to suit various diets and allergies• Able to cook for large groups	<ul style="list-style-type: none">• Mindfulness meditation
OTHER	<ul style="list-style-type: none">• Ability to use own initiative• Understanding the need for clear verbal and written communication between departments whilst maintaining confidentiality where appropriate.• Able to work as a team member and individually	

Internal & External Communications

House Manager Housekeepers Gardener Other cooks Care Taker Visiting Groups
Hours/Shift Pattern:
Part time, working 3 out of 4 days including one weekend day per week. Sunday to Wednesday. Must be flexible and does include some weekend working and bank holidays. Usually 8.30am to 4.30pm (Core Hours 9am-3pm)
AGREEMENT:
<p>Job Holder's signature: _____</p> <p>Date: _____</p> <p>Director's signature: _____</p> <p>Date: _____</p>
OBLIGATIONS:
<p>This job description is subject to the Policies and Procedures of the Sharpham Trust and all staff is required to acquaint themselves with those applicable to this post. This job description will be subject to review and amended to meet the changing needs of the Charitable Trust.</p> <p>Under the Health & Safety at Work Act 1974, the Company has a duty to ensure as far as is reasonably practicable, the health, safety and welfare of all its employees. There is also a duty of care on all employees under the same legislation. There is a written statement on general policy regarding Health & Safety at work. Your attention is particularly drawn to this policy and you must make yourself aware of its contents.</p> <p>This job description is subject to the Terms and Conditions of service of the Charitable Trust.</p>
EQUALITY & DIVERSITY
We recognise the positive value of diversity, promoting equity and celebrating inclusion. We welcome and encourage job applications from people of all backgrounds.