

## **JOB DESCRIPTION FOR** **Head Chef and General Assistant**

**Job Title:**

Head Chef

**Reporting to:**

Island Manager

**General Information:**

**The Landmark Trust:**

Lundy is owned by the National Trust but leased to the Landmark Trust who is responsible for its administration. The Landmark Trust is an independent charitable Trust which specialises in the rescue and restoration of buildings of historic interest or architectural importance. Further information can be gained by visiting the Landmark Trust website at [www.landmarktrust.org.uk](http://www.landmarktrust.org.uk)

**The Island:**

Lundy is situated in the Bristol Channel some eleven miles off the North Devon coast. It is of granite and rises steeply out of the sea to a height of some 450 feet. It is 3.5miles long and 0.5mile wide and is mainly rough pasture and maritime heathland. There is no arable farming but there is a flock of ewes. There are wild sika deer, soay sheep and goats.

The Island is a Site of Special Scientific Interest and the waters around Lundy have been designated a Marine Protected Area. For further information about Lundy please visit our website at [www.lundyisland.co.uk](http://www.lundyisland.co.uk).

There is no indigenous population on Lundy. All Island residents living permanently on Lundy are employees of the Landmark Trust and currently consists of 26 people. During the season, the staff numbers are increased with seasonal staff and volunteers. Staff accommodation varies with one to two bedroom properties, either stone-built or some properties in a timber-clad building known as Quarters.

There are 24 self-catering cottages and a camp site on the Island which can be booked for holidays throughout the year. During the summer there can be up to 130 staying visitors on the Island and on days that the Oldenburg visits, there may be up to 250 day visitors as well.

The Island has to be entirely self-sufficient in respect of utility services. There is a small diesel driven generator house, a central water supply and sewage system. There is also a small shop, tavern and church. Television and 4G reception is normally good.

### Transport:

Lundy has its own passenger and supply vessel, the MS Oldenburg, which services the Island. The ship operates April to end of October for passengers, sailing from its home port of Bideford and from Ilfracombe. Throughout the year including winter, Oldenburg operates as a cargo ship and brings all food stuffs, building materials, plant, spare parts, fuel oil, animal feedstuffs, laundry etc. to the Island.

There is a winter helicopter service which flies from Hartland Point to Lundy on Mondays and Fridays November to end of March.

## **DUTIES AND RESPONSIBILITIES**

The Head Chef will report to the Island Manager and particular responsibilities are:-

1. To manage the kitchen in the Marisco Tavern to its maximum potential delivering a dynamic menu utilising the islands produce and to meet the expectations of the island's customer base.
2. To operate within budget limits, agreed with the General Manager each financial year.
3. To oversee all catering operations and to be responsible for the smooth running of them.
4. To plan all menus, order all supplies, prepare and present all meals offered to customers.
5. With the General Manager, to keep prices constantly under review and to seek to improve the overall profitability at every opportunity.
6. To be responsible for the training, where necessary, and supervision of all staff working in the Tavern.
7. To ensure that the Tavern meets current regulations, with particular regard to Health & Safety and Food Hygiene.
8. Carry out stock takes as directed by the General Manager.
9. To perform any other duties on the island reasonably required by the General Manager.

## **Terms and Conditions:**

- Remuneration:** £19,278 per annum inclusive of overtime, flexible working and holiday pay with pension provision. Unfurnished accommodation is provided to include: Electricity, Water rates, Gas and Heating along with council tax are included. Ship and Helicopter transport are included. Meals whilst on tavern duty are provided.
- Spouse/Partner:** The spouse or partner living with the successful applicant on the Island would be required to undertake general duties which involve assisting in the Tavern (kitchen and counter), the cleaning of the letting properties, the shop and other areas as required by the Island Foreman. Remuneration for this post is £15,155 per annum. Both parties would have to sign a joint contract of employment whereby each partner can only remain on the Island whilst the other partner is employed by the Trust. This is necessary to make effective use of the limited number of houses available for staff on the Island.
- Hours of work:** Generally five days out of seven with a rota to cover all kitchen shifts. However, work on the Island is part of a way of life and all staff must expect to have to work outside of these hours as and when the need arises. Generally in the summer with large numbers of visitors to the Island, staff can expect to work up to 50 hours per week. In the winter the hours are less demanding to compensate.
- Holidays:** The holiday entitlement is 28 days per annum inclusive of statutory holidays. This increases in stages to 34 days after 10 years service.
- Sick Pay:** During your first year of employment you will be entitled to Statutory Sick Pay only. After this period you will be paid your salary, less SSP, for any sickness absence up to three months in any rolling 12 months. Where absence exceeds seven consecutive days, and in certain other circumstances, a doctor's certificate will be required.

Probationary Period: The appointment is subject to the completion of a probationary period of six months. During that time, the employee will be expected to establish his/her suitability for the position.

Accommodation: Accommodation is provided together with fuel and light. Cookers and refrigerators are provided. The Company will pay Council Tax on the property. The electricity supply is limited and therefore no domestic equipment with heavy use of power may be brought to the Island. There are concessions available in the Tavern and Shop for all staff.