



Café in the Crypt

Commis Chef/Demi Chef de Partie
Application Pack

About the department

The café has 224 seats, open 7 days a week, and provides in house catering for events, conferences and private dining. In addition we offer a seasonal outdoor dining, The Courtyard at St Martin's which opens from April to October. The bi-monthly changing buffet offers freshly prepared value for money food and attracts a mix of people from local office workers and residents to tourists from all over the world. It has been a successful component of the commercial operations at St Martin's for over 30 years, and has recently been awarded the Trip Advisor Certificate of Excellence.

Our Catering team is made up of 9 chefs, 8 kitchen assistants and approximately 30 front of house. We need to find the right people who share our passion, enthusiasm and dedication to be part of this amazing team in a beautiful area of central London.

The Café is open every day (except Christmas day and Boxing day) generally from 10.00 am to 9.00 pm serving a range of breakfasts, lunches, dinners and afternoon tea. On top of this, the Café is host to a weekly Jazz night and many daytime and evening events, functions and conferences.

About the role

This is an interesting and varied role, for a passionate chef on their career pathway in catering. You will need to bring skills and a fantastic attitude to ensure that food goes out on time and to the high standards we expect.

Your development is important to us and objectives are set at your annual appraisals and one-to-one meetings and will assist you in your development within your role.

Who we are

Café in the Crypt is located at St Martin-in-the-Fields. A unique configuration of cultural, charitable and commercial initiatives rooted in the life of a vibrant Church of England congregation. Our vision is *At the heart. On the edge*. This declares that we see ourselves at the heart of London, through our location on Trafalgar Square, and of the nation, through our 500-year links with the royal family, and also of the church, through our national profile gained through nearly a century of broadcasting and our flagship role in social issues – but also appealing to the heart through our long tradition of choral and classical music and our reputation for compassion gained through a century of engagement with poverty and destitution. It also names our calling to be on the edge, not just of Trafalgar Square but alongside those on the edge through being excluded, ignored or oppressed by society or church, and on the cutting edge of innovation in culture, commerce, charity and congregational life.

Working at St Martin's

- Based at: Café in the Crypt, St Martin-in-the-Fields, Trafalgar Square, London
- Working pattern: Monday to Sunday, 35 hours per week approx. (5 out of 7 days), including early morning, evening and weekend work on a regular basis
- Salary: Depending on experience
- A meal allowance when on duty, free filter coffee and tea throughout your working day, all other items outside of allowance attract 20% discount in the Café in the Crypt/Courtyard, Shop (excluding books) and limited concert concessions
- Holiday entitlement: 28 days holiday including bank holidays
- Notice period: One week/one month (depending on role)

Job Profile

1 Operations

- Ensure Mis En Place on working sections is according to business levels of service as instructed
- Preparation of food items in accordance with trading and kitchen standards
- Ensure good knowledge of all products and services, as well as being aware of any promotions
- Measure dish ingredients and portion sizes accurately
- Dealing with deliveries and stock rotation
- Adhere to opening and closing procedures
- Always try to minimise breakages and losses
- Correct and proper set up of all stocked areas at all times
- Responsible for cleaning areas and equipment marked on cleaning rotas for chefs

2 Quality

- Follow kitchen standards, procedures, health regulations, recipes, portion control and cleaning schedules
- Control appearance of food on public display, ensuring it is well stocked and inviting

3 Customer service

- Deliver excellent customer service
- Ensure a sound working knowledge of the organisation, understanding the site wide activities across St Martin's

4 Function and events

- Assist with function and events as directed by Executive Chef
- Prepare buffets, canapé reception trays and larger scale sit down dinner

5 Performance and personal development

- Build a strong working relationship with the Catering team and cross site team
- Engage in learning and development appropriate to the role
- Take instruction on learning and development plans

6 Health and safety

- Maintaining high standards of hygiene
- Responsible for cleaning areas and equipment marked on cleaning rotas for chefs
- To ensure that any waste needed for recycling is passed on to kitchen assistants for correct disposal
- Follow HACCP schedules
- Full understanding of HACCP and COSHH
- Assist when required in ensuring the following Kitchen hygiene, fridge temperatures am/pm, analysis of food sales, teaching and training methods, cleaning rotas and budget controls

This is not an exhaustive description of the job, aspects will change over time and the jobholder is expected to contribute to its development and progression.

Who we are looking for

We are looking for a Chef to join our back of house team and help support the fast paced and busy kitchen. They should be:

- Passionate – about food and working in a team
- Hardworking – who thrives in a high volume, high paced environment
- Friendly – able to work together for a great end result
- Enthusiastic – about food, people, developing great menus

Person Specification

To be effective in this role you will need to demonstrate knowledge of the following, including formal training where appropriate:

- Sound and appropriate skills and experience of working in a busy kitchen
- At least one to two years' experience, with relevant qualification(s)
- Passionate about food, with a desire to learn
- Practise good health and safety procedures at all times
- Ability to deliver consistently high standards of guest service with excellent customer service skills
- Clear communication skills and the ability to work in a team

On top of this you will need to:

- Work in sympathy with the ethos and values of St Martin's
- And be, energetic, passionate, driven and ambitious, with the right attitude!

How to apply

To apply for this post, please email the following to hr@smitf.org:

- a supporting statement, explaining why you believe you can do this role
- a comprehensive CV detailing your relevant achievements in each role, and including details of two referees, one of whom should be your current or most recent employer

If you would like to chat about this role, please call a member of the Human Resources Team on 020 7766 1101/1119.