

**Job Description:** Lead Chef

**Accountable to:** Head of Hospitality & Facilities

**Location:** Corrymeela Centre, Ballycastle

## Introduction

In our increasingly divided world, we nurture respectful relationships amongst people from different backgrounds so that we all can live well together.

Every year, we welcome thousands of people to our peace and reconciliation residential centre at Ballycastle and into our community-based programmes to explore difference together and discover new ways to live well with each other.

Our team of staff, volunteers and members, who are drawn from a wide range of backgrounds and faith traditions, work together to contribute towards building a more cohesive and hope-filled society for everyone.

For more information on the work of Corrymeela visit [www.corrymeela.org](http://www.corrymeela.org)

## Job Purpose

To manage the smooth running of kitchen operations at the peace and reconciliation centre in Ballycastle, leading the kitchen team in delivering nutritious, high-quality meals for a range of guests. The Lead Chef is responsible for menu planning, staff coordination, cost control, and ensuring full compliance with food safety standards. They also ensure all meals meet dietary requirements and are prepared safely and efficiently, while fostering a positive and inclusive kitchen environment.

## Key Tasks

### Meal Preparation & Delivery

- Plan and prepare balanced, nutritious meals for groups of 30–150+ people.
- Ensure meals are delivered on time and in accordance with daily schedules.
- Cater for a wide range of dietary needs including allergies, religious, and lifestyle-based diets.

### Kitchen Management

- Oversee all kitchen operations including food preparation, hygiene, and equipment maintenance.
- Manage stock levels, place orders, and monitor food budgets.
- Maintain accurate records for food safety, temperature checks, and allergen information.

### Team Leadership

- Supervise, train, and support kitchen staff and volunteers.
- Create staff rotas and ensure adequate cover for all shifts.
- Foster a positive, respectful, and efficient working environment.

### Health & Safety

- Ensure compliance with all food hygiene and health & safety regulations.
- Conduct regular risk assessments and maintain a clean, safe kitchen environment.
- Lead on allergen management and ensure all staff are trained appropriately.
- Promptly report any identified health and safety risks or hazards that could affect staff, volunteers or guests.

### Engagement & Contribution

- Work collaboratively with centre staff to support the overall guest experience.
- Contribute to sustainability initiatives, such as reducing food waste.

### Other

- To take part in training and performance management procedures.
- Be familiar with the Corrymeela Community Charter.

*This job description will be subject to review in the light of changing circumstances and is not intended to be rigid and definitive but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time. It is important to note that the responsibilities of the post may change to meet the evolving needs of the services that the charity provides.*

## **Flexible Work Patterns**

It is the nature of the work of Corrymeela that tasks and responsibilities are unpredictable and varied. All staff are required to work in a flexible way to meet the needs of the organisation. This may include residential periods at the Centre and time away from home representing Corrymeela.

## **Statement on Confidentiality**

It is in the nature of the work of Corrymeela that staff become aware of information that will be sensitive and/or confidential. It is crucial that this information is maintained in strictest confidence, within the context of Corrymeela's policies and procedures, and that failure to do so will be viewed as gross misconduct and will be subject to the appropriate level of the disciplinary procedures.

## **Safeguarding**

We require all staff and volunteers to work according to Corrymeela's Safeguarding Policy. Where appropriate, offers of employment are subject to a check by AccessNI. A copy of the AccessNI Code of Practice is available on request.

## **Employment of Ex-offenders**

Corrymeela has a policy on the recruitment of ex-offenders. A criminal record will not necessarily debar anyone from being offered employment.

## **General Responsibilities**

- Members of staff are expected at all times to provide the appropriate service and to treat those with whom they come into contact with in a courteous and respectful manner.
- All staff must comply with the Corrymeela Community No Smoking Policy on Corrymeela premises and also while on duty for the charity.
- All duties are conducted in compliance with Corrymeela's Health and Safety Policy and Statutory requirements.
- The Corrymeela Community is an Equal Opportunities Employer. You are required to adhere to Corrymeela's Equal Opportunities Policy throughout the course of employment.
- To ensure the ongoing confidence of the public in the staff of Corrymeela Community, staff must ensure they maintain the exacting standards of personal accountability.
- To be familiar with the Corrymeela Community Charter.

## **Further Information**

Further information regarding entitlements and staff policies will be found in a comprehensive staff handbook, presented to staff upon commencement of employment.

<b>Personnel Specification:</b>	<b>Lead Chef</b>
<b>Location:</b>	Corrymeela Centre, Ballycastle
<b>Contract Type:</b>	Permanent
<b>Working Hours:</b>	1950 annualised hours (equivalent to 37.5hrs per week)  Flexibility to work during evenings and weekends are essential.
<b>Salary:</b>	£32,916
<b>Pension:</b>	A Corrymeela Community Pension scheme is in operation
<b>Notice Requirement:</b>	Three months' notice
<b>Probationary Period:</b>	A six-month probationary period will apply
<b>Terms &amp; Conditions of Employment:</b>	<p>Appointment is subject to receipt of <b>two satisfactory references</b>, one which must be from a current or previous employer.</p> <p>Successful applicants must provide <b>evidence their right to work in the UK</b> in accordance with the Asylum and Immigration Act.</p> <p><b>Proof of relevant academic and professional qualifications</b> will be required.</p> <p>Applicants must provide <b>evidence of appropriate vehicle documentation</b>, where applicable.</p> <p>The role is subject to an <b>Access NI check</b>.</p>

**Essential Criteria:**

1. Level 3 Food Safety and Hygiene for Catering or equivalent.
2. Minimum 3–5 years of experience in a professional kitchen, ideally in a residential or high-volume catering environment. Demonstrating ability to plan, prepare, and deliver nutritious, balanced meals for groups of 30–150+ people.
3. Familiarity with dietary requirements, including allergies, religious, and lifestyle-based diets. Demonstrating flexibility to adapt menus based on availability, dietary needs and schedules.
4. Experience supervising kitchen staff and creating rotas.
5. Strong understanding of food safety, hygiene, and allergen management.
6. Excellent organisational skills – able to manage stock, budgets, and kitchen logistics.
7. Leadership and team-building skills – able to motivate and support kitchen staff and volunteers.
8. Good communication skills – able to liaise with centre staff, group leaders, and suppliers.

**Desirable Criteria**

1. NVQ Level 3 in Professional Cookery or equivalent.
2. First Aid certification.