



JOB DESCRIPTION & PERSON SPECIFICATION PRODUCTION CHEF

A Successful Social Enterprise

Rowcroft have launched a successful social enterprise business, where we are building a long-term income for Rowcroft Hospice. The business offers a range of high quality and amazingly tasty, frozen food meals made in Devon, specifically designed to provide wholesome and nutritional support to the elderly, delivered direct to the home.

We use predominantly British ingredients, wherever possible from Devon, to support local farming and fishing communities. Our environment is also very important to us, so all of our packaging is 100% recyclable or reusable and free from plastic.

We're just celebrating our 4th birthday and have plans to develop and grow into a franchise opportunity to maximise the income for Rowcroft Hospice. Rowcroft have a track record of running a successful social enterprise with its network of retail shops.

The Role

We are looking to recruit a professional Production Chef who is looking for an exciting new challenge to prepare the dishes for the new frozen food venture. You will have a passion and flair for cooking to create delicious meals to agreed recipes and specifications.

You will be hands on, self-motivated and able to manage your own time, to ensure stock is always available. You will be responsible for ensuring that our delicious freshly prepared dishes are cooked and frozen in line with our company policies, following strict recipe guides and allergen controls and that HACCP regulations and our Food Safety Plan are adhered to at all times. Attention to detail and accuracy are important. This role will report into and be accountable to the Managing Director.

This is a fantastic opportunity for the right individual to be at the start of such an exciting new venture which will make a real difference to the local community in more ways than one.

Package

Hours of work:	37.5 hr week
No. of days holiday:	27 days per annum (Plus Bank holidays)
Location:	South Devon (Exact location TBC)
Salary:	£26k FT
Uniform:	Chef whites to be worn in kitchen
Other:	Company Stakeholder Pension scheme

JD & PS DFK PRODUCTION CHEF – October 2025

This job description and person specification is current at the above date. In consultation with the post holder, it is liable to variation by the board to reflect actual, contemplated or proposed changes in or to the job.



Responsibilities

1. Produce handmade frozen food meals to agreed specifications to ensure a high-quality and consistent product.
2. Ensure all HACCP and COSHH requirements are met and updated; adhere to the Food Safety Plan to ensure all food is produced safely, hygienically and to the highest possible standard
3. Be involved in evolving and developing the menu in line with company objectives to ensure the menu stays fresh and seasonal, offering firm favourites for the target market
4. Responsible for portion, allergen and quality control
5. Ensure all ingredients are sourced in line with company values and brand.

Mandatory Responsibilities

1. Adhere to all Health & Safety requirements and the Food Safety Plan, including Covid-19 secure processes and procedures
2. Promote a culture of continuous learning and development and wellbeing, help to create an environment that is continually critically questioning practice and promoting learning
3. Identify your own learning and development needs and undertake continuous professional development
4. Play an active part in team meetings and ensure your mandatory and other relevant training is kept up to date.

This list can never be exhaustive but covers most of the work you'll be doing - always with talent, initiative and a commitment to great customer service.



Person specification

QUALIFICATIONS
1. Level 2 Food Safety Certificate in catering.
ESSENTIAL SKILLS & EXPERIENCE a successful candidate should process and be able to demonstrate
<ol style="list-style-type: none">1. Significant proven experience of working in a busy commercial kitchen or as a production or development chef developing and producing against a food safety plan2. HACCP and COSHH awareness3. Experience of batch cooking and scaling recipes up and down4. Able to demonstrate attention to detail and following process5. Demonstrable experience of having a positive, can-do attitude and excellent organisational skills whilst working to strict deadlines6. A good all-rounder with previous experience of managing all aspects of the kitchen operation including stock control, GP, Health & Safety, Rotas, work schedules, ordering and forward planning, to ensure that there is always stock available7. Excellent communication skills, both written and verbal8. Good working knowledge of IT and experience of collating and interpreting data and providing reports9. Numerate & literate10. Able to work as part of and positively contribute to a small team11. A genuine passion for food and the sourcing of quality ingredients12. Demonstratable ability to remain calm under pressure13. Able to promote high personal standards of performance, personal hygiene and appearance
DESIRABLE SKILLS AND EXPERIENCE
<ol style="list-style-type: none">1. Working in a similar role for a frozen or chilled food home delivery organisation2. HACCP training and experience would be advantageous3. Previous experience of developing and executing a successful menu/dish creation4. Previous experience of developing and training apprentice chefs5. Strong relationships with local, quality growers, producers and customers

All offers will be subject to an enhanced DBS check

