

JOB DESCRIPTION

JOB TITLE: Prep Chef

RESPONSIBLE TO: Head Chef

DATE PREPARED: January 2026

1 JOB PURPOSE

The Hepworth Wakefield Café operates across our gallery and garden cafes, as well as catering for a diverse range of bespoke events. We pride ourselves on a seasonal, sustainable menu that champions local suppliers and reflects the creative spirit of the gallery. As a key part of our commercial business, the catering team provides vital income that ensures the gallery's continued viability and long-term sustainability.

Working closely with the Head Chef and Sous Chef, the Prep Chef is essential to the daily success of our kitchen operations. You will be responsible for preparing a variety of high-quality ingredients for daily service, as well as occasional evening events, ensuring everything is produced to the highest standard. Beyond food preparation, you will support the wider team by managing deliveries, maintaining a clean and safe kitchen environment, and contributing to a smooth-running, profitable, and positive service.

2 KEY RESULT AREAS

- Complete daily preparation lists to a consistently high standard, strictly following recipes set by the Head and Sous Chef while maintaining a clean and organised workspace.
- Support the Head and Sous Chef with the plating of café dishes to ensure high standards of presentation during busy service periods.
- Accept and store food deliveries accurately while adhering to company procedures for correct storage, labeling, and rotation.

- Work efficiently to ensure timely service, demonstrating a proactive awareness of peak periods and prioritising tasks accordingly.
- Assist the senior chefs in monitoring fresh and dry stock levels to help the kitchen meet gross profit margins through effective stock management.
- Adhere to all company procedures regarding temperature checks, allergen management, food labeling, and hygiene regulations, ensuring all records and checklists are meticulously maintained.
- Use kitchen machinery safely and in accordance with training and legislation, reporting any equipment issues or maintenance needs to the Head Chef.
- Assist with the monitoring of food waste and the maintenance of accurate records to help minimise kitchen loss.
- Aid the catering team by ensuring the café pot wash area is well-maintained and organised during service.
- Work closely with colleagues to maintain a positive, professional, and supportive culture within the café and kitchen.
- Carry out any other duties as reasonably requested by the Head Chef, Sous Chef, or Café Manager.

3 ADDITIONAL INFORMATION

We are committed to improving diversity within our organisation and we expect all our employees to share this commitment and help us to achieve these goals.

All staff must carry out all duties in accordance with our policies and procedures.

4 KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

E = Essential D = Desirable

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| Experience working as a Commis Chef or Prep Chef in a café or restaurant setting. | E |
| A passion for preparing and serving high quality food and drink. | E |
| A commitment to delivering excellent customer service. | E |
| Able to work well under pressure maintaining a cool, efficient and professional demeanour. | E |
| Confident, enthusiastic, efficient and results-driven. | E |
| Good people skills, enabling good working relationships with those in your team and across the organisation. | E |
| Genuine interest and knowledge of the work of The Hepworth Wakefield. | D |
| Well organised and able to follow work routines with minimal supervision. | E |
| A commitment to anti-racism, diversity & equality in the workplace. | E |

5 BASIC TERMS AND CONDITIONS

- The salary offered for this position is £25,948 per annum pro rata.
- This is a permanent position.
- Part-time - 22.5 per week on a rota, including weekends.
- There may be an occasional requirement to work additional hours, for which you will be paid your normal hourly rate.
- Probationary period of 6 months.
- Notice period 1 week during probation.
- The place of work is The Hepworth Wakefield, Gallery Walk, Wakefield, WF1 5AW.
- 25 days annual leave per annum plus bank holidays (pro rata), rising by a day each year of service up to a maximum of 28 days. The leave year runs from 1 April to 31 March.
- New employees meeting the criteria will be auto-enrolled into a pension scheme run by Royal London, including an employer contribution of up to 6%.
- Enhanced maternity, paternity and adoption entitlements.
- Enhanced sick pay entitlements.
- Employee Assistance Programme offering confidential support services.
- Free eye tests run by Specsavers.
- Staff discount in the shop and café.