

AQUA

Job Description- Head Chef

Responsible To: General Manager and Management Chefs

Responsible For: The Kitchen and Kitchen Team

As a senior member of the Management Team and professional manager, you will lead the kitchen function to achieve the highest standards of food production.

Responsibility is for the creation and maintenance of a strong and customer-focused, performance-driven quality culture with focus upon culinary excellence and cleanliness in the workplace. You will work within an agreed budget and will have responsibility for the efficient running of the department striving to improve quality standards, profitability, staff development and retention. The ability to demonstrate effective and co-operative team working with colleagues at all levels is also a prime requirement of the role.

Main Responsibilities:

- To provide a high standard of food production in the interests of our customers
- To ensure the kitchen is managed efficiently and professionally
- To make food purchases within the agreed budget and to maximise gross profit, which will include the effective management of staff levels and payroll costs
- To order, store and manage all food items and ensure compliance with current legislation.
- To develop staff in achieving consistently high standards of food production and cleanliness in the workplace and to encourage a continual improvement process.

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Main Duties:

1. To be responsible for the day to day running of the kitchen as directed by the General Manager and Management Chefs
2. To be responsible for the purchasing of all kitchen items and food control in line with agreed budgets.
3. To achieve food cost targets and objectives as set down by the Management Chefs
4. To produce quality seasonal changes of menu.
5. Produce in conjunction with other chefs, menu plans, descriptions, costing, photographing and breakdown of all dishes available.
6. Provide support and training to all sections of the kitchen, with menu knowledge, job role expectations and future development of each chef.
7. Ensure all responsible cleaning tidying and welfare of the kitchen and surrounding areas is carried out effectively and to a high quality standard.
8. Ensure consistency of food quality and presentation and attend briefing for special functions if necessary as required to do so.
9. To prepare duty rota's for your staff to ensure adequate cover at all times taking into account the seasonality of the business and to keep overtime to a minimum.
10. To instruct all staff in the understanding of the job list and the different sections it covers e.g. breakfast, functions, society days, room service etc.
11. Ensure that the staff follow legislation and company policy regarding hygiene, stock rotation, dating, storage, temperature control of refrigerators, pest control, reporting of faulty equipment, reporting of notifiable diseases, reporting of absenteeism be it due to sickness or otherwise.
12. Keep Spec, recipe and allergen information in good order and up to date
13. Work to agreed recipe specs and ensure that all chefs comply.
14. Conduct regular demonstrations of existing or new dishes and make sure records are kept to ensure good product knowledge of customer facing staff.
15. Help to prevent waste of food of any kind and over-production to mis-en-place. Keep food order from store or supplies to a minimum. Help to minimise the consumption of gas, electricity and water.
16. Ensure that Health and Safety policies affecting the department and all fire regulation and procedures are in place and all kitchen staff have received the correct training.
17. Work with others to maintain the Shield system of Health and Safety control.
18. To carry out any reasonable duty to assist in the smooth running of the kitchen.

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19. To ensure daily work areas are allocated to staff in the most hygienic, efficient and cost effective way to achieve quality results.
20. To ensure the use, issue and care of all cleaning materials and equipment is controlled to maximum benefit, whilst considering health and safety regulations.
21. Regularly carry out a stock taking duties to ensure an adequate supply at all times and to inspect the quality of this to ensure statutory compliance.
22. To monitor the stock of all cleaning and kitchen supplies to ensure sufficient levels are available as required.
23. To select and interview all applicants for roles within the Kitchen team, and work in conjunction with the HR function concerning recruitment processes).
24. Coordinate and manage all office procedures as required, including updating of records, preparation of rotas, ordering of goods or supplies.
25. Demonstrate the effective handling of guest queries or complaints and deal with them accordingly in conjunction with the General Manager
26. To support staff within the department in order to develop the team to achieve a high standard of performance through training, coaching and mentoring, which may involve attendance of specific training courses to further development wherepossible and practicable to do so.
27. Forecast staffing levels and to recruit, in conjunction with the GM, appropriate employees so that a consistency of standard can be maintained.
28. Observe and follow the guidelines and principles set out in any policy and procedures produced within the organisation
29. Conduct regular 'Performance' and 'Appraisal' reviews as required for all those working within the department. To undertake a regular audit of training records for your staff to relay this information back to the GM as required.
30. Consult with the GM where there are issues for concern or where clarity is needed and strictly follow disciplinary and grievance procedures when the situation is needed to avoid unnecessary Tribunal claims.
31. Comply with statutory and contractual requirements regarding the work place such as employment law, health and safety, hygiene, fire prevention and to ensure that a skills audit is regularly undertaken to determine compliance inthese areas, updating the GM as necessary.
32. Attend any meeting arranged in the interests of the business and customers and respond professionally during such occasions. If necessary participate in any special presentations as required by the GM.
33. Undertake any other duty and responsibility considered to be consistent with the role.

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Schedule

- 1) Brief the chefs on duty that day in the preparation levels required based on the level of business and any special booking or requirements - **Daily**
- 2) Order or requisition food and other supplies needed to ensure efficient operation - **Daily**
- 3) To be fully capable of inputting daily food invoices on to the BOH system - **Daily**
- 4) To be fully competent of keeping the BOH due diligence book up to date - **Daily**
- 5) Monitor sanitation practices to ensure that employees follow standards and regulations - **Daily**
- 6) Controlling your stock levels at a satisfactory level that don't exceed what deemed inappropriate – **Daily**
- 7) To train and develop all chefs to make sure they abide by company standards. In the form of certification reviews.
- 8) Inspect supplies, equipment and work areas to ensure conformance to established standards – **Daily**
- 9) Maintain hygiene standards through cleaning rota's and checklists, whilst ensuring that chemicals are correctly used in compliance with C.O.S.H.H legislation – **Daily**
- 10) To show the ability & understanding in achieving the company food margin - **Daily**
- 11) Write a weekly departmental staff rota / schedule inline with current business level's & with set budget / forecast - **Weekly**
- 12) Write & plan the following weeks set menu & specials in advance - **Weekly**
- 13) Recruiting of all staff in coordination with Executive chef - **When required**
- 14) Ensure that all employees are up to date on all relevant training – **Weekly**
- 15) Ensure all HR & compliance are completed – **Ongoing**
- 16) Having the ability react to any issues that may arise during the day & problem solve – **Daily**
- 17) Participating in the 4 weekly budget meeting along with the General manager – **4 Weekly**