

Head Chef Job Description

Key Skills

Achieves food margin
Leadership.
Delivery of Food Service
Systems Compliance
Delivers Company Standards
Personnel Skills

Job Profile

Achieves Food Margins

Meets and exceeds company Food GP budget.
All kitchen staff to be trained on dish specification and how to achieve food margins
Orders of food stock appropriate to sales levels and not over ordered
All sub standard food is returned with the appropriate paperwork and the supplier contacted. Supplier issues to be cascaded to senior managers.
All deliveries to be checked and signed for by the Head Chef or manager – where this is not possible a record must be placed onto the delivery note
Prepares food for service appropriate to sales levels
Controls wastage and records / reports all wastage
Only nominated suppliers used via PLOFs and petty cash purchases are minimum to zero
All invoices processed weekly and accounted for
Staff Food policy is followed with no unauthorized food leaving the kitchen
Dishes are to specification with no over portioning
Keeps within budgets set for ordering.
All stock is secure and no loss of stock
Stock rotation is followed and all store rooms/ fridges and freezers are in order
Monitors & controls stock levels – daily, weekly and monthly ensuring there are no shortfalls
Queries and issues relating to dishes, menus and suppliers are cascaded to the GSM and senior managers

Leadership

Inspire & motivate the team to achieve food to specification and therefore achieve sales and profits

Leads by example, setting the pace and standards.

Train and develop the team to deliver food to specification and therefore exceed customer's expectations.

Praise and recognise good performance

Deal with poor performance through informal reprimands and where necessary the company disciplinary procedure – in conjunction with the GSM

Pro-active in problem solving.

Can work on own initiative to deal with problems and opportunities and cascades to the GSM and senior managers as is appropriate.

Verbal communication is key to the Head Chef especially during peak business
Communicate via team meetings, one to one meetings, training sessions, notice boards and written.

Communicate a vision of success which the team want to be part of

Manage the day to day food administration ensuring systems compliance

Delivery of Food Service

Ensure all dishes are to company specification.

Ensure all company recipes and preparation requirements are met.

Ensure temperature, seasoning and flavour are to specification

Ensures readiness for service and the pace is set for peak trade.

Ensure all food is presented for service in a timely manner and in correct sequence.

Ensure that the storage of food meets company and statutory health and safety requirements

Deal with any customer returned food in a timely manner

Delivers Company Standards

Deliver the company kitchen standards as identified on Kitchen Audit.

Implement and ensure the company Health & Safety Policy is met at all times – this includes the training of all kitchen staff.

Comply & implement all Health and Safety and Food Hygiene requirements.

Ensure temperature records and food labelling are maintained and up to date

Ensure the kitchen is clean and hygienic, making sure cleaning rotas are adhered to and records kept

Ensure all food is served to specification.

Ensure the kitchen uniform and personal hygiene requirements are adhered to

Ensure the kitchen runs smoothly on a daily basis & is adequately stocked with all necessary goods.

Promote a positive perception of the company at all times both internally & externally

Attend company meetings as requested

Systems Compliance

Ensure daily, weekly and monthly administration is to company standards and meets deadlines.

Ensure no unauthorised suppliers and only PLOFs are used when ordering

Carry out accurate stock take on a weekly basis and as requested.

Ensure no unauthorised changes are made to company paperwork and spreadsheets.

Ensure no unauthorised changes or use of computers

Results of monthly food audits are to be forwarded to head office and actioned within 3 days

Personnel Skills

Trialing and recruitment of kitchen team members in line with company & statutory requirements.

Identify recruitment needs and agree action plan in a timely manner

Recruit a team that meet & exceed customer service standards.

Identify training needs and deliver training to drive sales and profits.

Assist in the set up, update & completion of all staff personnel files within the time frames, ensuring terms and conditions and employee handbooks are signed and filed.

Deal with day to day personnel queries

Assist in the Performance review all kitchen staff on an ongoing basis

Assist in complying with the company grievance and disciplinary procedures

Ensure only company statutory paperwork / letters are used

Actively take part & assist Managers and Head Chefs in training