

Job Title: Head Chef

Location:

Line Manager: General Manager

Key Communications:

- Other Head of Departments
- Own Teams
- Financial Controller
- General Manager
- Customers
- Central Support Managers

Job Purpose / Summary:

- To ensure the efficient and effective running of the Kitchen Team.
- To ensure that the preparation and presentation of the food is of a high standard, and complies with food safety regulations.
- To supervise, train and motivate team to achieve company standards, and also to comply with Food and Health & Safety regulations.
- To achieve budgeted food gross profit.

Core Accountabilities & Performance Indicators

These indicators are what the Company can expect to see when the role is being performed to the required standard.

To provide first class service to the hotel guest	<ul style="list-style-type: none"> • To ensure all food is served to the required company standard. • To plan and implement all new menus. • To ensure that all commodities are on site, at appropriate stock levels to service the hotel guest. • To ensure that a high standard of cleanliness is maintained in the kitchen operation. • To strive and anticipate customer needs wherever possible, and to react to these to enhance customer satisfaction. • To ensure that all the team are correctly dressed, that they understand the importance of high personal hygiene standards.
To identify, provide and evaluate Departmental learning and development.	<ul style="list-style-type: none"> • To carry out the departmental welcome induction to the set company standard. • To complete 4 and 12-week job chats with all new employees. Evaluate performance and action outcomes. • Complete a 6 monthly review with all new employees and agree objectives for the next 6 months. • Conduct regular 1:1 meetings with members of the team as part of the company performance management process. • Complete Annual Performance reviews and set business goals and development plans to improve performance. • MORE TEXT ON FULL RESOURCE
To comply with all Food Safety standards.	<ul style="list-style-type: none"> • To abide by all company and legal food safety standards • MORE TEXT ON FULL RESOURCE
Monitor key departmental costs.	<ul style="list-style-type: none"> • To prepare and check the departmental rotas to ensure that staffing levels are in accordance with the agreed budget are controlled and monitored. • MORE TEXT ON FULL RESOURCE
To support and action employee relations within the team and department.	<ul style="list-style-type: none"> • All employee relation issues are dealt with both professionally and legally, in a fair and reasonable manner. • MORE TEXT ON FULL RESOURCE
To ensure that recruitment is in line with agreed manpower / productivity levels	<ul style="list-style-type: none"> • To use effective and creative recruitment methods. • MORE TEXT ON FULL RESOURCE ratios set by Line Manager
MORE TEXT ON FULL RESOURCE	<ul style="list-style-type: none"> • MORE TEXT ON FULL RESOURCE
MORE TEXT ON FULL RESOURCE	<ul style="list-style-type: none"> • MORE TEXT ON FULL RESOURCE

Competency Framework for a Head Chef

Adaptability	<ul style="list-style-type: none"> • Flexible and adapts quickly and positively to new situations keeping emphasis on a balanced approach • Thinks ahead and develops contingencies
Communication	<ul style="list-style-type: none"> • Communicates clearly and openly both verbally and in writing • Pitches information at the appropriate level • Manages conflict effectively. • Participates in meetings and communicates information appropriately.
Creativity	<ul style="list-style-type: none"> • MORE TEXT ON FULL RESOURCE
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The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting Company and guest needs is required by all employees.

I confirm that I have read and agree this Job Description, explaining the main duties of my job.

Signed: _____ (Job Holder)

Print Name: _____ Date: _____

Signed: _____ (Departmental Manager)

Print Name: _____ Date: _____