



Head Chef – Job Description

This role reports to:

Restaurant Manager

Key Purpose of the role:

Full responsibility and accountability for the running and management of the kitchen. Consistently delivering great quality food in a clean and safe environment. Leading by example to grow the business through customer loyalty.

Responsibilities:

- Building and managing a team that continuously strives to deliver great food quality and customer experience
- Through the effective use of company systems, ensure that all relevant control procedures are in place to deliver accurate Food Safety, Health & Safety, production records and effective labour and margin management
- Constantly ensuring a safe environment and product for both customers and staff by adhering to all Food Hygiene, Health & Safety procedures and COSHH procedures
- To be aware of and understand the Company policy in respect of sourcing ingredients and ensure all kitchen staff understands and employ these policies consistently
- To ensure the entire kitchen team are aware of their responsibilities in respect of food safety and health & safety in the workplace
- Ensure that all equipment is working safely and compliant with manufacturers guidelines for operation reporting any failures to the manager
- Recruiting, selecting, and training employees in order to meet the agreed staffing levels, operational processes and customer experience of the kitchen
- Demonstrating a high standard of kitchen and personal presentation, ensuring good personal hygiene of self and team
- Ensuring all staff are well briefed on their responsibilities and are given constant supervision and motivation on all aspects of their work
- Ensure, where possible, all key performance indicator measures are met
- Placing orders as/when required with suppliers to ensure the consistent availability of menu items
- To manage the agreed food cost targets in line with the budget
- Controlling costs without compromising standards and customer experience.

Experience:

- Previous experience working in a Head Chef position within the catering or hospitality industry
- Excellent communication skills with the ability to effectively manage, coach and develop the team
- Understanding and experience of dealing with budgets, labour controls and forecasting.
- A working knowledge of the Microsoft Office suite of products

Personal attributes:

- Ability to build strong working relationships at all levels internally and with Franchise partners
- Integrity, presence, strength of personality
- Enthusiastic
- Self-motivated
- Positive & motivational
- Detail orientated
- Sense of urgency at all times
- Works well under pressure
- Approachable