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| **Job Title:** | **Head Chef** |
| **Reports To:** | **General Manager** |

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| **Job Summary:** | Responsibility for ensuring that residents are provided with nutritious, safe and appealing meals three times a day, seven days a week. Managing all aspects of the food service program. |

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| **Role Responsibilities:** |
| * Supervision of all members of the Food Service Team including Sous Chefs, Chef de Parties, Kitchen Assistants, Dining Room Co-ordinator and Servers.
* Perform, if necessary, any food service team duties for continual operation of the facility.
* Manage and develop teamwork among the food service team.
* Preparation of time schedules, purchase reports and inventory.
* Work within the allocated food/kitchen budget.
* Promote the ‘cooking from scratch’ ethos wherever possible on a daily basis whilst adhering to set budgets.
* Use recipes provided by The Hawthorns as appropriate.
* Working with staff and residents in resolving food service problems.
* Managing Environmental Health Officer visits ensuring compliance and high standards are met and maintained.
* Maintaining reports and records for food safety purposes. Ensuring sanitation procedures are being followed and records are kept for temperature checks and cleaning.
* Undertaking record keeping for team including authorising payroll, holiday requests, conducting return to work interviews and sickness records and probationary reviews.
* Implementing HR Policies and Procedures where necessary and participate in the recruiting and development of new employees.
* Attending management meetings with regards to food service and other key management issues and participate in the planning of all programmes and requirements necessary to make the facility profitable /successful
* To be open, honest and professional in communicating and working with all staff members and lead by example.
* Adhere to budgets: ensuring the resident cost per head per day is maintained, ensure the staffing matrix is adhered to
* Undertake ordering to ensure the correct products are delivered for the set menu as well as ensuring accurate invoicing and approval is achieved in a timely manner.
* At lunch times, pour residents coffee at the end of the meal in order to gain instant feedback on the service and build a rapport with residents.
* Follow up on any complaints from residents.
* Employ skill and imagination in making meal times enjoyable for residents.
* On a monthly basis conduct a Chefs Meeting with the residents to gain feedback and update the residents on food service.

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

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| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| A good standard of education to ‘GCSE’ level or equivalent is required | E | CV/Interview  |
| Minimum 7061/7062 or Level 3 NVQ qualification and a current Intermediate Food Hygiene Certificate | E | CV/Interview |
| A significant level of experience within the hospitality industry which caters for 100+ covers every day | E | CV/Interview |
| **Knowledge/Skills & Abilities** |  |  |
| Organisation and the ability to meet time deadlines on an on-going basis with regard to food services | E | CV/Interview |
| Knowledge of how to manage budgets and costs achieving a fixed resident cost per head per day rate | E | CV/Interview |
| Management responsibilities including dealing effectively and professionally with the on-going pressures and demands of supervising kitchen/dining service three times a day, managing staff members and adhering to HR policies and procedures | E | CV/Interview |
| Excellent IT skills in Excel, Word and Outlook and ability to use website portal for ordering food from supplier | E | CV/Interview |
| Good administrator with attention to detail and excellent communicative skills | D | CV/Interview |
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| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
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| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |