



JOB DESCRIPTION

Title: Chef

Hours: As per contract, including weekends

GENERAL PURPOSE: To set, monitor and control consistent standards in all areas of the Kitchen and Food production, to ensure that the highest quality of product is maintained at all times. To ensure that without exception the Kitchen hygiene standards are always adhered to. To ensure that customers receive at all times, through effective communication, with the Cafe the highest level of customers care. Ensuring that costs are kept in line with Kitchen budgets and targets.

DUTIES AND RESPONSIBILITIES

1. Be responsible for planning, organising and control of day-to-day operation of the department thereby ensuring the established standards of performance are maintained and total customer satisfaction is achieved.
2. Ensure HACCP is in place to ensure due diligence in preventing an outbreak of food poisoning.
3. Supervise the work of the team, allocating special duties and responsibilities.
4. To supervise all food preparation and production in all kitchens.
5. To monitor the temperature, quality and portion size of all food served from the kitchen areas.
6. To set standards in conjunction with the team and maintain these standards through training and promotion of training in all areas.
7. Ensure good communication throughout the Kitchen department at all times.
8. To ensure the effective control of refrigeration and dry store goods to ensure food safety and that there is no waste.
9. To ensure that all food leaving the Kitchen is prepared and served to the pre-agreed consistent high standards, ensuring that all hot food leaving the Kitchen is at the required temperature.
10. To ensure that all areas of responsibility, including delivery and refuse areas, are kept sanitised and free from dust and debris at all times, following, strict and pre-agreed cleaning schedules.
11. Attend meetings as requested by the Management.
12. Be responsible as a key holder to the Cafe in the opening and closing procedures.
13. To be punctual for work

14. Be aware of implications of relevant employment legislation, equal opportunities, sex discrimination and race discrimination etc.
15. To help develop a well-motivated team and recognise any lack of team spirit and ensure that remedial action is taken.
16. To wear the full and correct uniform at all times whether on the public eye or back areas.
17. To provide on the job training to junior members of kitchen staff.
18. To have an understanding of menu planning, writing and the implementation of stock controls and how this enables the kitchen to meet Gross Profit %.
19. To be familiar with the opening and closing procedures of the kitchen and carry them out as rotated.
20. To assist and ensure the junior chefs carry out daily and weekly procedures including temperature checks, food labelling/dating and storage and to ensure records of such are up to date.

HEALTH AND SAFETY

1. To ensure that the Company Health & Safety procedures are implemented within the department.
2. To be aware of all legislation that is relevant to your work and ensure that all legal requirements are met, including: licensing, Health and Safety at Work, COSHH, Environmental Health, Fire Precautions, Manual Handling and any others.

FINANCIAL

1. To ensure that all the costs are maintained within budget and provide where necessary proposals for corrective action.
2. Order supplies to maintain stock levels appropriate to business demands. All paperwork to be correctly recorded.
3. To be responsible for all stocks held in the department, it's requisition, safe storage and usage to ensure proper control of costs achieved.
4. To control purchasing foods, ensuring that the agreed stock control measures are carried out at all times.
5. To ensure effective menu planning, writing and costing in line with the department's budgets, to ensure the pre-agreed gross profit is without exception always achieved.
6. Control all operating expenses within the area in line with budgeted GP%.

MARKETING AND SALES

1. Promote by personal example give clear instructions and maintain good customer relations.
2. Monitor and be constantly aware of competitors' operations.

GENERAL RESPONSIBILITIES

1. To ensure the accuracy of all information and respect its confidentiality.
2. To carry out any other duties as reasonably requested by the Head Chef & Manager or Proprietors
3. To ensure that you maintain high standards of customer care, both to internal and external customers and be aware of satisfiers and dissatisfiers for each.

4. To be a valued member of the Kitchen team, helping and advising colleagues where required, promoting the image of the Cafe and that of the company at all times through active sales activity and a positive approach.
5. To be aware of the security of the Cafe and the people in it. Be familiar with all emergency procedures and act positively both in the event of an emergency and to prevent one.

You may be called upon to perform duties comparable with the above, which describes only the primary features of the job and all other duties, which may be reasonably assigned by the Proprietors.

1. To ensure that temperature checks are carried out a minimum of 2 times per day and recorded.
2. To recognise the importance of good stock management/control and it's importance in the kitchen meeting its Gross Profit %.
3. To remove any hazards and make safe any defects in the kitchen or equipment and report any problems to the Senior Chef on duty.
4. To understand how the Cafe's Health and Safety Policy affects your department and how it links in with the rest of the hotel; and to carry out your responsibilities for health and safety effectively.
5. To be fully aware and adhere to the following procedures:
 - Sickness and accident report procedures
 - Fire policy
6. To comply with all COSHH and safety requirements relating to chemicals and equipment used in the kitchen.
7. To attend all meeting and training sessions in which you are required.
8. To comply with any reasonable request from your superiors.