

Head Chef

Job Title: Head Chef

Job Purpose: To take responsibility for the safe, compliant and legal running of the kitchen. Leading the kitchen team to produce food to the highest standard and delivering the best customer experience.

Direct Report: Centre Manager

Salary: £29,000 per annum

Key Responsibilities:

- Manage the safe food preparation process and any other relative systems in the kitchen
- Quality control kitchen products with training and development of chefs
- Ensure effective stock management
- Assist in training and development of chefs
- Ensure full compliance with health and safety and food safety legislation in the kitchen
- Foster a culture of respect, dignity and teamwork
- Any other duties relevant to the role due to the needs of the business including cover

Job Role:

Food Hygiene Compliance

- To clearly understand and to implement Food Standards Agency processes
 - [Safer food, better business for caterers](#)
- To clearly understand and to implement Hazard Analysis and Critical Control Point Processes
 - [Hazard Analysis and Critical Control Point \(HACCP\) | Food Standards Agency](#)
- To supervise and to train all kitchen staff in Food Hygiene Compliance processes
- To be responsible for the achievement and maintenance of a five star FSA rating
- To ensure that the kitchen is ready for a hygiene and safety audit by a Centre Manager or Line Manager
- To have a good understanding of and to implement Depot safety management SOPs

Kitchen Organisation

- To maintain excellent levels of organisation at all times. To show independent willingness to upskill organisational capacity, and to receive ongoing operational training from Line Manager and Centre Manager
- To ensure that all compliance checklists are filled in, initialled and dated daily
- To report and record all safety incidents to Line Manager and Centre Manager

Food Preparation

- To bring a creative, forward thinking and 'can-do' approach to all aspects of food preparation
- To deliver optimal quality and consistency of food products
- To show a constant willingness to improve the quality of food products: On an individual basis, collaboratively with the kitchen team, and with help from Line Manager, Retail Manager and Centre Manager
- With the assistance of Line Manager: To develop and implement clear spec sheets for all in-house food products

Suppliers and Business Acumen

- To build and maintain strong business relationships with suppliers of food products, consumables and kitchen equipment
- With the assistance of Line Manager, Retail Manager and Centre Manager, to develop and maintain a cost effective and profitable food and drinks business
- To develop a solid financial acumen. This will include: Gross Percentage Profit forecasting, supply cost management, wages cost management, wastage management

Admin

- To develop and maintain good computer literacy in line with Depot SOP
- To have a good working knowledge of EPOS
- To implement excellent record keeping of all compliance and safety and training documents

Recruitment

- With the help of Line Manager and Centre Manager: To play an active role in recruiting kitchen staff when required.