

Doc No:	FB-JD-007	Head Chef Job Description	
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Job Title:	Head Chef
Reporting to: Senior management	Senior management
Reporting to Job Holder:	Sous Chef, Chef de Partie, Commis Chef, Kitchen Porter

PRINCIPAL PURPOSE OF ROLE:

To manage the day to day operation of the Outlet kitchen. To ensure the kitchen is ready for service, staffed correctly and operating in an efficient, profit focussed manner delivering exceptional levels of quality food products. Whilst ensuring staff operate in a clean, safe and efficient working environment. In compliance with current legislations for food safety, Health and safety.

KEY RESPONSIBILITIES: (the duties and tasks outlined are not intended to be exhaustive and other duties may be required)

SPECIFIC:

- People
- To ensure kitchen is staffed and operational in accordance with published opening hours.
 - To deal with any issues/complaints from guests efficiently supporting FOH teams to enable them to deal with guest effectively and efficiently.
 - Be the driving force behind your kitchen team to enable them to develop, through mentoring / training. Encourage creativity of dishes and allow them to produce dishes for specials with guidance on costing, flavours and presentation continually increasing their skill set and passion for quality dishes.
 - To monitor compliance with Food Safety standards and keep up to date with legal requirements
 - To be fully familiar with and implement the law appertaining to pricing and description of products in outlet.
 - To attend management meetings and briefings and to brief kitchen staff accordingly.
 - To communicate effectively with all staff through daily briefs / monthly meetings and appraisals.
 - To observe Bluestone Health & Safety procedures. You have a responsibility to work safely at all times and to report any potential hazards, faults or problems by following the escalation procedure.
 - To attend work looking clean, smart and adhering to company appearance standards and to ensure all kitchen staff do the same. Your uniform must be clean for each shift.
 - Ensure all S.O.P. are up to date in your kitchen. Ensure all kitchen records are kept up to date and signatures are recorded on the shift sheets, for opening and closing down procedures.
 - Ensure all staff appraisals are up to date.
 - To manage kitchen staff, motivating them to excel in their roles, monitoring performance and taking corrective action where required.
 - To Complete Health & Safety training and in particular, COSHH/allergen related training
 - To complete disability awareness training and be diverse in our approach at all times.
 - Adhere to Bluestone’s disposal of waste policy
 - Understand and ensure the implementation of Bluestone’s Health and Safety Policy and Emergency and Fire Procedures
 - To immediately report to maintenance and the Food & Beverage Manager, any faulty appliances, damaged furniture, equipment or any potential hazard
 - Promote safe working practice
- Product
- To maintain and promote excellent product knowledge with in your kitchen team to enable them

	<p>to competently answer any staff/ guest queries.</p> <ul style="list-style-type: none"> • To ensure all equipment is well maintained and only used for purpose, all cleaning and S.O.P are followed per manufacturing instructions. • Risk assessments are all up to date for all equipment in your kitchen. Ensure correct equipment training is given to all kitchen staff. • All signage reads correct information and is updated regularly. • Ensure all recipes are followed correctly to ensure that the allergen matrix is correct at all times. • Ensure that every effort is made to ensure menu availability is sufficient for each shift. • Produce, cost and write menus to match current trends in accordance with Bluestone expectations with in the allocated time requested.
Profit	<ul style="list-style-type: none"> • To produce outlet rotas 5 weeks in advance, that are robust and reflect the business needs and special events and to keep PTS in line with budget guidelines. Also ensuring that budgeted EBITDA is achieved. • To make sure the outlets are being run in accordance to the current budgets, by attending monthly financial meetings and monitoring labour / COS / wastage / SPS / revenue. • Ensure wastage is monitored and recorded according to your S.O.P using the fnbmanager programme. • To audit stock monthly and record accurate findings, input all wastage/transfers and stock input accurately. • Ensure portion control is regularly monitored in your working practice. • Control ordering to minimise wastage, whilst ensuring product availability.

GENERAL:

People	<ul style="list-style-type: none"> • To acknowledge and promote the company culture and brand values • Ability to work independently and collaboratively with your kitchen team and Unit manager and others in the business • Demonstrate best practise leadership; taking ownership of people challenges and finding appropriate solutions in a timely manner • Ensure development plans are created and progressed for self and all direct reports • Assist in the creation of engagement and retention strategies to drive productivity and individual contribution
Product	<ul style="list-style-type: none"> • Fully comply with brand standards and values in the execution of the role • Assist with embedding departmental processes and working practices working to a model of continuous improvement (Good to Great) • Establish, monitor and maintain the highest quality and delivery standards • Operate compliantly and in line with Health & Safety requirements
Profit	<ul style="list-style-type: none"> • Contribute to the creation and delivery of the departmental annual budget in conjunction with Head of Department, gaining a thorough understanding of costs and revenue streams • Demonstrate clear understanding of commerciality in department and through innovative contribution, identify opportunities for profit / service improvement • Manage payroll efficiencies and departmental contribution

PERSON SPECIFICATION:

EXPERIENCE/KNOWLEDGE / SKILLS / UNDERSTANDING:

Essential

- A minimum of 3 year working in a managerial role with budgetary and people accountability, with Exceptional proven ability of kitchen management.
- Proven experience as head chef.
- Sound understanding and compliance of current Health & Safety and food hygiene Regulations
- Demonstrable track record of progression and achievement
- Flexible approach to working routines
- Computer literate and familiar with Excel to learn and produce spreadsheets and to monitor the budgets.
- Understand menu costing / cost of sales and to be able to produce new food & drink menu's with appropriate descriptions, working with your Sous chef and outlet/ BOH manager
- Strong numerical background, understanding SPS, COS and EBITDA.
- Formal catering qualification with, a minimum of Food hygiene level 3

PERSONAL ATTRIBUTES / COMPETENCIES REQUIRED FOR POST HOLDER:

Desirable

Professional qualification and membership

- Excellent personal presentation.
- Positive "can-do" attitude.
- Enthusiastic team player
- Attention to detail, methodical and thorough
- Excellent communication skills (verbal and written)
- Firm guest focus to ensure only the highest standards are achieved and quality dishes are prepared.
- Ability to prioritise and organise the work of a team
- Excellent interpersonal skills
- Strong Rota Management skills.
- Able to stay calm and friendly to customers and staff whilst under pressure in a busy environment
- Keen to contribute to the development of the F&B department and the Bluestone offering as a whole