

Wirral Council: Job Role Descriptor

Job Role:	Head Chef
Service:	Neighbourhood Services
Reports to:	Executive Chef/Hospitality Manager
No. of Subordinates:	3
HR USE ONLY	
Job Role Ref:	CS&CE0079G
Job Family:	Customer Services & Community Engagement
Grade:	Band F

JOB ROLE PURPOSE

The purpose of the role is to Head up the catering department of the Newly built Café and Restaurant in the Wirral Sailing Club, West Kirby. It is an amazing building with fantastic views of the Dee estuary, it is largely glass and has a state of the art passive ventilation system. The role will include working closely with the Executive Chef and Hospitality Manager to agree menus and offers, working with local suppliers and being responsible for the support chefs. Being part of the Wirral council, there are great opportunities to progress your career.

KEY TASKS

1. To show full support to the Executive Chef, whilst being forthcoming with any ideas that may benefit the kitchen in any way.
2. To control stock with portion sizes, up to date wastage records and weekly stock counts.
3. To accept deliveries after checking that they are correct and agree with the delivery notes.
4. To ensure that the stock is correctly stored to prevent loss and wastage.
5. Plan orders of equipment or ingredients in accordance to identified shortages.
6. Maintain the cleanliness of the kitchen implementing a “clean as you go” system and ensuring proper kitchen close downs are completed by all staff.
7. Managing and working closely with other chefs of all levels.
8. Comply with nutrition and sanitation regulations and safety standards.
9. Foster a climate of co-operation and respect between co-workers.
10. To maintain a good level of communication between the kitchen and front of house staff.

KEY RESPONSIBILITIES

People

Treat all subordinates and co-workers with respect while maintaining a level of authority in the kitchen.

To be smart and presentable at all times, with a positive, helpful and professional attitude.

Ensure all staff are confident in the completion of tasks given to them for the day.

To remain on hand and positive in the completion of any tasks given to you by senior management.

Financial

To be responsible for providing the senior management team with regular financial reports as required, Stock counts, menu GP calculations etc.

Monitor stock, record waste and create specials for any items that are about to expire in order to drive profit.

Maintain good communication with front of house staff in regard to upselling items.

To monitor staff and make sure they are following all Menu Specifications and portion control, to obtain the correct profit levels.

Strategic

To assist in analysing feedback surveys to inform the marketing strategy as and when required.

Monitor the upsell to guests where possible to give them the perfect experience and also help boost our sales.

Act as fire marshal or first aider (if qualified) for specific areas whilst on duty.

Resources

Actively promote the Venue ensuring a good knowledge of all up and coming events and products available within the venue.

Assist with security and safe operation of the building and be responsible for the opening and closing of the venue as and when required.

Ensure that all kitchen areas are kept clean and tidy at all times.

Successfully delegate tasks to all chefs and monitor standards throughout the day.

Health and safety

Adhering to HACCP; Enabling and adherence of the principles and work practices detailed under HACCP System in the department such as Food Safety, Hygiene and Cleanliness, Health, Storage etc. as applicable to the area of your workplace.

To be aware of COSHH and follow the recommended guidance.

You must be aware and up to date with all current Environment and Health and Safety policies. Your direct report will ensure that you receive all the necessary training and information, but it is up to you to adhere to the guidance when you are at work.

To adhere to the ongoing, daily, and periodic cleaning activities, ensuring the very highest standards.

Take full responsibility of the health and safety guidelines shown in your kitchen making sure all staff are aware of any changes in regulations and are up to date with all guidance.

Planning and Organising

Maintain a high standard of presentation in the kitchen and preparation of food.

Ensure all food preparation and kitchen set up is completed by chefs working with you on shift.

Recognising food that should be used in specials as to keep waste to a minimum.

Keep on top of all subordinates in the cleaning and closing down of the kitchen.

Decision Making

Ensure all licensing and food safety laws are adhered to at all times.

Ensure that all areas are checked and safe when completing work.

Ensure all work is completed in a safe and accurate manner.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualifications:

- NVQ Level 2 or equivalent.
- Recent Food Hygiene level 2 Certificate
- City and Guilds diploma in professional cookery

Experience:

- A minimum two year proven track record of working as Head Chef in a similar kitchen environment.
- Great cooking skills, able to produce exciting and relevant menus.
- A full knowledge of Nutritional and Allergy requirements.
- Smart and clean appearance.
- Good Timekeeping is essential to the role.
- Ability to work unsupervised, use own initiative and prioritise tasks.
- Have good financial acumen, know the figures.
- A full understanding of all applicable Health & Safety legislation
- Good communication skills

Flexibility to work shifts including evenings, weekends, and public holidays subject to Rota and a willingness to extend or change hours and days of work from time to time upon request and subject to operational requirements, a minimum two-year proven track record of working in a kitchen environment.

Desirable Criteria

- A Full understanding of COSHH regulations
- Advanced food hygiene
- Full understanding of food controls
- First Aid Training
- Fire Marshal Training

Knowledge & Skills:

- Understanding room set ups and event plans.
- Previous role working in a Catering Environment.

Experience:

- Minimum 3 years' experience running a kitchen of the same size or bigger.
- Working in a hospitality setting.

ADDITIONAL WORK ELEMENTS

Annualised based working.

A large part of this role will involve evening, weekend, and unsociable hours.

This role will involve manual handling.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service

Date
