

JOB DESCRIPTION

Head Chef

Reporting To:

- General Manager / Director

Primary Function:

To oversee and direct all aspects of the kitchen operation. To ensure that the quality of all food presented to customers and staff meets the company's standards – maximum quality whilst ensuring labour and food costs are contained. To supervise and train all kitchen staff. Taking responsibility for the business performance of the restaurant, meeting weekly and monthly budgets, analyzing and planning restaurant sales levels and profitability and managing the restaurants employees.

You will be responsible to carry out but not limited to all instructions & duties below:

Key Skills, Duties & Responsibilities:

- Responsible for the operation and organization of all food preparation areas
- Identify, develop and maintain establishment policies and procedures
- Set and maintain standards for food safety, responsible for the food control diary ensuring it is updated on a daily basis, is correct and accurate at all times
- Write menus to the company's standard, including recipes and costing all dishes
- Overseeing stock levels and order supplies as and when required
- Complete accurate stock-takes at the end of each month
- Ensure compliance with licensing, hygiene and health and safety legislation/guidelines and develop and maintain the restaurants policies and procedures
- Maintain high standards of quality control, hygiene and health and safety requirements following current legislation (F.C.P.)
- Ensure all equipment and work environments are operational, maintained and treated with respect and care
- Responsible for ordering stock and ensuring all stock levels are correct
- Keep food and labour costs within expected budget
- Meet with suppliers
- Prepare and manage back of house staff rosters and coordinate the operation of the kitchen during scheduled shifts
- Manage, train, motivate and uphold staff morale and be involved in the recruitment of staff alongside Head Office
- Undertake staff appraisals and disciplinary action when required alongside Head Office
- Liaise with, employees, suppliers, licensing authorities, sales representatives etc. and ensure the restaurant is promoted and held in high regard
- Ensure the kitchen is kept clean and tidy always, uniform hygiene and adhere to all cleaning procedures
- Ensure all food, is accounted for and charged accordingly and correctly including wastage
- Ensure the company property is handled with due care
- Be fully conversant with the company standards, operations and services and carry out duties to these standards
- Be flexible in relation to working additional hours other than your rostered times
- Maintain good working relationships with fellow staff and managers
- Act professionally always and represent the company to the highest standard.