



JOB DESCRIPTION

POST TITLE: HEAD CHEF – LAURISTON HOTEL
POST NUMBER: IEIREQN00015
GRADE: IEI SCALE

JOB PURPOSE

We are looking for a qualified and talented Head Chef to lead our team. The Head Chef will be required to lead the team of kitchen staff in delivering exemplar catering standards. The successful candidate will lead on planning and delivering food purchasing, production and kitchen service activities and ensuring compliance with all food safety legislation in accordance with agreed budgets, GP's, and margin management.

SPECIFIC RESPONSIBILITIES/DUTIES

Finance

- To deliver on budgeted gross profit margins.
- To contribute to the budget setting process to develop food sales opportunities.
- To control costs through cost effective purchasing.
- To deploy the kitchen team in a cost-effective way within agreed budgets.

Quality & Safety

- To ensure that all food safety legislation and approved codes of practice are adhered to at all times and by all staff within the kitchen and knowledge of allergens is kept up to date.
- To ensure that all food safety policies, procedures, and monitoring schedules are adhered to at all times by all staff in the kitchen.
- To ensure all company specifications for food service are planned and adhered too.

People

- To work with the General Manager to ensure that the kitchen team are fully equipped to deliver in their roles and any development needs are met.
- To ensure that the kitchen team are fully engaged in their role and the importance of their contribution to the successful running of the kitchen.
- To build a culture which is inclusive, cooperative, professional, and developing individual training needs.

Customer

- To ensure that food service staff seek feedback and actively share at regular team meetings in order to improve customer satisfaction ratings through improvements to services.
- To actively try out new menus, new dish combinations and new styles to ensure that customer needs are met to encourage repeat custom.
- To review and monitor the delivery of the service to build improvements and improve customer satisfaction.



JOB DESCRIPTION

GENERIC RESPONSIBILITIES

Quality

- To work to internal service level agreements, processes and procedures, corporate standards and external quality standards.
- To contribute to and participate in the quality self-assessment process, customer service audits, development of Service Procedures and Service Level Agreements.

Health & Safety

- To ensure that all work undertaken is in accordance with safety legislation rules and regulations.
- To follow procedures and be aware of matters that relate to the duties of the post.

Performance Management

- To actively participate in the organisation's performance management processes including probation, appraisals and work reviews.

Learning and Development

- To be responsible for identifying and undertaking training and development activities as agreed with your General Manager.

Use of Resources

- To ensure value for money and best use of resources in the role and all activities related to IEI.

Diversity

- To adhere to and support IEI's core values and carry out all responsibilities within accordance with IEI's Equality and Diversity Policy.

Other

- The post holder may be required to undertake other duties deemed appropriate for their grade as directed by their line manager.

SUPERVISION RECEIVED

The post holder will report to the General Manager.

CONTACTS

Internal and external clients and employers, staff within the organisation.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Inspirational Events and Investments Ltd on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Inspirational Events and Investments Ltd's Health and Safety Policies in respect to their specific duties and responsibilities.



JOB DESCRIPTION

CONDITIONS OF SERVICE

The Inspirational Events and Investments Ltd standard Contract of Service for staff applies.

SALARY

IEI Scale, Points 12 – 22: £22,656.00 to £32,038.00 per annum.

HOURS

Hours of attendance: Full-time, 36 hours per week.

Annual leave: 28 days per annum, inclusive of statutory bank and public holidays.

Inspirational Events and Investments Ltd is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
City and Guilds 706/1 and 706/2 or NVQ Level 3 in Catering or equivalent.		✓
Level 3 Food Hygiene certificate.	✓	
Full driving licence.	✓	
Previous experience of working in a busy catering environment.	✓	
Able to work quickly and calmly under pressure.	✓	
Flexible approach to work as will be required to work evenings, weekends, and bank holidays.	✓	
Previous experience in leading a kitchen brigade.	✓	