

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Head Chef	<b>REFERENCE:</b>	HC1119
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### **OVERALL PURPOSE OF THE ROLE:**

To ensure the smooth and profitable operation of the catering facilities at the Brewery Arts Centre and to strive to maintain high standards of food quality at all times. To assist the Catering General and Assistant General Managers and help develop the catering trade in its own right as well as exploiting the potential of business arising from the Art Centre's programme.

### **MAIN TASKS**

**The role holder is required to:**

1. Develop and continuously monitor an innovative menu that is current and in line with food trends.
2. Carry out competitor analysis to help grow our standing in local and regional market.
3. Monitor and maintain the standards of food quality in-house across all areas and for special events, festivals, conferences and external events.
4. Understand the catering requirements in relation to the varied programme of activities and events in the building, ensuring kitchen areas are staffed in line with the fluctuating business requirements.
5. Ensure the kitchen operations are run at maximum profitability being aware of accurate food costs and monitor portion control.
6. Ensure that the Catering General Manager is updated on a regular basis of all aspects of the kitchen operation.
7. Develop and inspire the kitchen team to be enthused and passionate about food and its presentation.
8. Manage the recruitment, induction, training and appraisal of all kitchen staff.
9. Process the rotas for Kitchen staff and have procedures in place to ensure the kitchens are staffed at all times and kept within budgetary constraints.
10. Monitor the stock and stock control, service systems and storage procedures for catering stock.
11. Develop and maintain operational procedures to ensure all areas and equipment of the kitchen and storage are kept clean and well maintained and comply with statutory Environmental Health requirements and that we are always ready for an EHO visit!
12. Attend meetings of the Kendal Catering Company (KCC) Board as required.

Everything we do should have the overall aim of ensuring the Brewery's Vision, Mission and Values are achieved.

This list is not exhaustive. The organisation is changing all the time and your duties may be amended. There may also be occasions where you are required to undertake additional tasks as necessary to meet the needs of the business.

# PERSON SPECIFICATION

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<b>QUALIFICATIONS &amp; WORK EXPERIENCE</b>	
• 2 years' commercial kitchen senior management experience	• Essential
• Level 3 Food Hygiene Certificate (or commitment to complete within 3 months of recruitment)	• Essential
• Experience of managing shift rotas	• Essential
• Working knowledge of Health & Safety issues relating to food hygiene and kitchen environment.	• Essential
• Experience of stock control.	• Essential
<b>SKILLS</b>	
• Excellent cooking skills	• Essential
• An understanding of produce and ingredients	• Essential
• Ability to write menus that are both creative and profitable	• Essential
• Excellent communication skills	• Essential
• Excellent organisational skills	• Essential
• Competent in the use of Microsoft Office Word, Excel and Outlook	• Desirable
<b>PERSONAL QUALITIES</b>	
• A passion for food!	• Essential
• Commitment to personal and professional development with a willingness to learn new skills.	• Essential
• Ability to work under pressure, multi-task, work to strict deadlines and complete tasks sometimes with conflicting demands	• Essential
• Ability to work well on own initiative and co-operatively as part of a team	• Essential
• Excellent time keeping skills, conscientious and punctual	• Essential
• A keen eye for detail	• Essential
• Ability to be flexible and respond to changing situations	• Essential
<b>OTHER REQUIREMENTS</b>	
• The role is physically demanding with a need to be able to stand for long periods, work in a small kitchen, move objects and bend is essential.	• Essential
• Flexibility and availability to work varied shifts including evenings, weekends, bank holidays and festival weekends.	• Essential
• First aid certificate or willingness to obtain one.	• Desirable

## TERMS & CONDITIONS

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<b>Contract:</b>	Permanent
<b>Pay:</b>	£28k per annum
<b>Hours:</b>	45 hours per week Shift patterns to be discussed at interview. No overtime is payable.
<b>Holiday Entitlement:</b>	Permanent - 6 weeks' holiday per annum Entitlement is inclusive of fixed days (currently Christmas Day, New Year's Day and another date in January to be announced each year). Other bank holidays are considered normal working days; therefore, they are not in addition to annual leave entitlement
<b>Pension:</b>	The Company operates a pension plan in compliance with the employer pension duties under the Pensions Act 2008. Depending on your age and earnings, you may automatically be entered into the Group Personal Pension Plan and contributions are matched by the company in line with the regulations.
<b>Discretionary Benefits:</b>	<ul style="list-style-type: none"> <li>• Complimentary tickets for events and cinema for staff + one can be requested (conditions apply and if the event sells out complimentary tickets are not available).</li> <li>• Discount on food in our catering outlets for staff + one.</li> <li>• A parking permit is given to staff to be used while at work.</li> </ul>
<b>Age Limitation:</b>	N/A
<b>Reports to:</b>	Catering General Manager and Assistant General Manager
<b>Responsible for:</b>	Kitchen staff
<b>Notice Period:</b>	12 weeks
<b>Union:</b>	The Broadcasting, Entertainment, Cinematograph & Theatre Union (BECTU) is recognised for collective bargaining purposes at the Brewery Arts Centre. All employees are recommended (whilst not required) to join the union to enjoy the many benefits including representation in collective bargaining on workplace issues such as pay, terms and conditions, health and safety and representation in any disciplinary or grievance procedures.