

**Job Title:** Head Chef

**Job Purpose:** Assisting in the successful running of the department, taking responsibility in the absence of the Manager/Deputy Manager, assisting in control of the food budget, high standards of food preparation, cooking and presentation, hygiene, health and safety and cleanliness of the unit.

**Responsible to:** Catering Manager/Deputy Manager

**Responsible for:**

#### **Food and Beverage Service**

- Ensure the high standards of food preparation, cooking and presentation are maintained, maximising the use of fresh foods for lunch & boarding services.
- Create innovative, exciting range of menus to appeal to and delight the customers whilst keeping within budgetary guidelines.
- Purchase food items in accordance with college purchasing procedures.

#### **Customer Relations**

- Ensure you have a friendly and professional attitude to all customers, aiming to delight the customer with the food provided, and actively listening to their comments.

#### **The Unit Team**

- Ensure all staff are competent in producing all the menu items.
- Assist in the selection, induction and ongoing training of kitchen staff.

#### **Hygiene**

- Ensure everyone handling food is aware of the standards of hygiene required by law and the college and ensure correct procedures for food handling and storage are followed.
- Ensure all items of equipment and utensils are scrupulously maintained and cleaning rotas implemented, and standards are monitored.

#### **Health & Safety**

- Ensure safe working practices are carried out, and action taken to correct any faults that could result in an accident.
- Ensure staff are aware of the COSHH regulations and abide by them at all times.

#### **Administration**

- Assist the Manager in ensuring all purchases are accounted for, together with number of meals, that all financial records are kept up to date and stock accurately taken 4 weekly.

#### **Other Duties**

- Prioritising the safeguarding of all students and participate in training on safeguarding matters
- Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
- Any other duties reasonably requested by the Principal.

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**Essential Requirements:**

- Qualified to City Guilds / HND or equivalent NVQ L2 minimum with Hospitality & Catering, educated to A level or equivalent
- Experience of menu planning, menu costings and food development
- Able to undertake Allergy & Health & Safety training
- Must have experience of leading a large team (circa. 16 staff) within a busy kitchen brigade
- Must have experience of high-volume catering (approx. 2000 hot meals daily)
- Skilled and experienced Chef with flair and imagination
- Well organised and able to work under pressure
- Cheerful personality and ability to lead and motivate a kitchen team
- A good instructor who relates well to staff and has an empathy with young people
- Committed to achieving excellent standards of food service within budgetary guidelines
- Lives within the locality / reasonable travel distance

**Desirable requirements:**

- Experience working in education or similar high-volume environment, or large function services (possibly working in business and industry currently)

**Standards of performance will be judged by:**

- The quality of food and services in the unit
- An imaginative selection of menu items
- The control of expenditure against budget
- The cleanliness of the main catering areas and adherence to a comprehensive cleaning schedule
- Successfully building relationships with colleagues, customers and staff

Membership of the Local Government Pension Scheme. Uniform and meals on duty will be provided.