



Head Chef Duties & Responsibilities

Objective: To provide an efficient and cost-effective food service to the establishment.

Report to: Operations Manager.

Responsible for: Kitchen team. Relationship with: Owner's, Operation Manager, Staff, Suppliers & Customers.

Duties & Responsibilities:

- Ensure all menus are regularly updated, paying special attention to seasonal availability.
- Change menu every 12months (evening/day split 6 monthly)
- Weekly roster made
- Ensure all menus are costed & priced correctly to obtain required gross profit.
- Ensure all staff are trained to deliver good portion control & pleasing presentation of all dishes.
- Hold regular meetings with the key kitchen staff to ensure smooth running of the kitchen.
- Establish where necessary & continuously improve procedures within the kitchen.
- Assist the establishments culture in the kitchen to create an enjoyable working environment.
- Ensure all areas under your control to satisfy the most stringent hygiene requirements & that staff who are ill or injured receive the correct treatment & are not allowed to work.
- Ensure all staff are correctly dressed to satisfy statutory requirements as well as enhancing the image of the establishment.
- Ensure all stocks are ordered to the correct quantities, quality & price.
- Ensure all stocks are being kept securely & under the correct conditions applicable to each type of commodity stored.
- Conduct regular maintenance checks of equipment to reduce breakdowns.
- Maintain a clean & orderly kitchen, via a daily, weekly & monthly cleaning regime.
- Ensure all statutory notices are posted to all relevant points & that such notices are conspicuously placed.
- Ensure attendance records are kept daily.
- Ensure all staff under your control are fully informed in respect to disciplinary procedures, the handling of grievances etc.
- Ensure all documents are sent to appropriate persons for processing.
- Conduct regular stock checks/stock-takes.
- Ensure expenses are within budget limits.
- Ensure all information required to compile meaningful budgets is always available.
- Regularly update your knowledge & skills for the good of the establishment.
- Any other duties the employer may reasonably require. Personal attributes:
- Great interpersonal skills
- Leadership skills
- Proactive
- Good personal hygiene
- Able to work as part of a team
- Honest & reliable.