

JOB DESCRIPTION:**HEAD CHEF****Accountability:****To:** General Manager**For:** All Kitchen Staff**Main Purpose of the Job**

The management and financial control of all aspects of the kitchen

Key Responsibilities:

- To ensure that the customers consistently enjoy high quality meals with a high standard of presentation
- Stock Control, Menu Planning and Costing, keeping to a weekly budget
- To comply with all regulatory health and hygiene standards and legislation
- To train, manage and motivate the kitchen team

Your duties include:

- To set up and organise the kitchen at the beginning of the season
- To work closely with the manager to develop a suitable menu plan, in accordance with the standards manual and set budget
- Plan and order supplies to a pre set budget
- Training, managing and motivating staff to producing their best performance and ensuring a well run kitchen, including organising staff rotas
- Stock control – stock taking, ordering and receiving supplies, and budget control
- Minimising wastage and ensuring good portion control to maximise profitability
- Preparation and cooking of all food
- Catering for all staff meals within a set budget
- Maintain high standards of hygiene in both kitchen and stores, including producing cleaning schedules and following all aspects of the company H&S policy.
- Liaison and co-ordination with the bar and restaurant to ensure overall smooth running
- Conducting department meetings, and attending weekly management and general staff meetings
- Ensuring HACCP records are maintained correctly

Please note that this job description is purely intended to give you an idea of what your work involves and is not intended as a precise breakdown of your duties. As part of your role you will be expected to cover in other departments as and when necessary.