



Job Description Head Chef

The role within the sports industry is an exciting opportunity for the successful candidate to prepare a contrasting menu for a wide range of stakeholders, including supporters, hospitality, and events guests, as well as catering for professional sport people.

The position will form part of a newly structured catering team, including Catering Manager and Sous Chef based at The Cloudfm County Ground, Chelmsford.

Purpose:

To ensure the planning, organisation, and efficient operation of all food production to the highest standards and levels of profitability, whilst ensuring complete customer satisfaction at all times.

Main Duties:

- To manage and assist in the preparation of all kitchen areas and ensure that the highest standards are achieved in good time prior to each function/match day.
- To ensure the highest standards of general hygiene and hygiene food handling are always achieved by all staff within kitchen areas as to the company health and safety standards.
- To ensure that all members of staff and casual staff are trained to a level which enables them to carry out their duties according to departmental standards.
- To ensure that all staff and casual staff always adhere to departmental standard of dress and personal hygiene.
- To ensure the control of all departmental equipment ensuring that breakages are kept to a minimum and that misuse of establishment property does not occur.
- To maintain departmental food control procedures and ensure wastage is kept to a minimum and recorded where appropriate.
- To achieve budgeted cost of sales.
- To ensure appropriate paperwork i.e. Goods Received, Temperature and Fridge Record sheets, HACCP and COSHH are completed and handed to office administrator by set time guidelines.
- To ensure that variable staff payroll is kept within the operating targets as set by the Catering Manager.
- To attend weekly meetings to discuss forthcoming business.
- To attend training sessions as required.
- To ensure all menu planning is produced within given timescales and fully costed, ensuring operating targets are met.
- To accompany stock takers on all monthly stock takes to be aware of stock levels and to carry out stock rotation where applicable.
- To ensure hygiene audits are carried out regularly and to carry out 6 monthly risk assessments in all kitchen areas.
- To comply with any other reasonable request made by the Catering Manager or Executive Management within the Club.

Other Points:

Responsibility to be present at the pre-arranged hours and accountable for contingency planning for any eventuality, alongside the Catering Manager should a problem arise.

Reporting into the Catering Manager

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