



Job Description

Job Title: Head Chef (The Link Hotel)

To provide effective and efficient management within the kitchen, working alongside the Manager and administrative services within Link Hotel. You will be providing an extraordinary catering experience in our high performing hotel, to fulfil the organisation's corporate objectives and financial performance targets.

Duties and Responsibilities

Customer Service

1. The delivery of an exceptional hotel experience every time to customers throughout all catering areas.
2. To adhere to the customer absolute standards
3. To collaborate with the sales team in new business development and maintenance of existing client base alongside agreed marketing strategies.

Standards (quality) – practices and procedures

4. To work to imago kitchen/HACCP standards
5. Effectively menu plan for the forthcoming business, produce buffet menu and produce menus on request from clients
6. Receiving and checking goods delivered by external suppliers and reporting shortages to the suppliers and account department.
7. Ability to be flexible to all parts of the Business
8. The safeguarding of property within the kitchen by ensuring the proper use and storage of keys and an effective procedure for locking doors, windows and cupboards. Suspicious circumstances should be reported immediately to the Manager

9. To carry out any reasonable request made by the senior staff you are responsible to.

Team management

10. To ensure compliance with established human resources procedures in all areas relating to employment.
11. To manage the duties of all subordinate personnel.
12. To ensure compliance with established human resources procedures in all areas relating to employment.

Training & Development

13. To be committed and work to Investors in People, ensuring that you are aware of the business objectives and understand your role in achieving them.
14. To attend all staff training workshop and put into practice all new skills learnt
15. To train all new members of staff in imago practices and procedures

Finance – sales and costs

16. Constantly appraising stock levels and to enable food orders to reflect the level of stockholding
17. Stock Taking in accordance to Finance / Purchasing Period Calendar
18. Maintain Food & Labour Cost to agreed Budgets

Communication

19. To liaise with the manager and other members of staff, with regards to the days business needs
20. To relay customer feedback, positive or negative to the manager and sales team
21. To attend weekly course requirements meeting
22. To maintain a close and effective communication link between Departments and other imago venues

Environment

23. To adhere to imago environmental policy

Health and Safety

24. To undertake precautions to ensure the safety of others as well as oneself. Also ensure implementation of cleaning and housekeeping schedules ensuring that adequate standards of cleanliness and hygiene are maintained throughout the operation complying to statutory regulations, i.e. food hygiene, HACCP, COSHH and health and safety.
25. To ensure that equipment is maintained and correctly to prolong its working life and efficiency
26. Requisitioning materials for use in the kitchen, checking them and ensuring their proper and secure storage before being issued for use
27. To train and enforce the fire evacuation procedures

The list of duties is not exhaustive and may be varied from time to time according to changing demands.

It is essential that all employees adopt a flexible attitude towards their work, the duties involved and the hours of work in order that the demands of the Link Hotel can be met. It is important that all staff is willing to work elsewhere if required by imago

PERSON SPECIFICATION

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	Essential	Desirable	Stage to be Assessed
Experience	<p>Previous experience of working with people.</p> <p>Previous experience of working in a customer focused environment.</p> <p>Previous experience working in conference/café</p> <p>At least work to Sous chef grade</p>	<p>Work as a Head chef or Catering Manager</p>	
Skills and abilities	<p>Excellent communication and organisational skills.</p> <p>Excellent interpersonal skills.</p> <p>Ability to work on own initiative and make appropriate decisions.</p> <p>Proven leadership and teamwork skills</p> <p>Proven customer care skills</p> <p>Able to innovate</p> <p>Evidence of good financial management</p> <p>To understand and implement quality processes</p>	<p>Excellent Catering industry knowledge .</p> <p>Familiar with Microsoft Office, Powerpoint and front house electronic systems</p> <p>Worked within a quality driven environment</p>	

Training	<p>A willingness to undertake further training as and when required.</p> <p>A willingness to adopt new procedures as and when required</p> <p>Recognise customer service training</p> <p>Evidence of operational expertise To be able to demonstrate recent personal development</p>		
Education/Qualifications	<p>Good understanding of the English language</p> <p>GCSE or equivalent English and Mathematics</p> <p>NVQ or equivalent 1 and 2</p> <p>Basic food hygiene</p>	<p>Advanced food hygiene</p> <p>1st Aid.</p> <p>NVQ or equivalent 3, 4 and 5</p>	
Equality and Diversity	<p>Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace</p>		
Other			

Stages in assessment:

- 1= application form
- 2= selection tests
- 3= interview