



**JOB DESCRIPTION FOR HEAD CHEF BURLEIGH COURT HOTEL & HOLYWELL PARK
CONFERENCE CENTRE
JULY 2026**

A list of job duties associated with your job title is set out below. This job description is non-contractual, and the Company reserves the right to amend, withdraw or depart from its provisions at its discretion. Subject to the Company's business requirements you may be required from time to time to undertake other work within your capacity and the Company reserves the right to amend the job title and/or job description from time to time, on a temporary or permanent basis, to reflect your own development or the Company's business needs.

Job title	Head Chef
Band	B5
Team	Operations
Purpose of role	The Head Chef leads the culinary operations of Burleigh Court Hotel and Holywell Park Conference Centre kitchens, ensuring exceptional food quality, consistency, and guest satisfaction. The role is responsible for leading and developing kitchen teams, overseeing menu creation, managing costs, maintaining health and safety compliance, and contributing to the commercial success of the business.
Reports to	General Manager
Manages	Kitchen team at Burleigh Court and Holywell Park
Main duties	Culinary Leadership & Food Quality • Develop, design, and regularly update menus across all food outlets (restaurant, bar, room service, banqueting, and events). • Ensure consistency, quality, and presentation of all dishes to the highest standards. • Lead by example in food preparation, cooking techniques, and kitchen discipline. • Incorporate seasonal ingredients and current food trends into menus. • Cater for diverse dietary requirements, including allergens, vegetarian, vegan, and special diets. Kitchen Operations Management • "Hands on approach" working with teams to ensure consistent service delivery. • Oversee daily kitchen operations, ensuring smooth service across all outlets. • Plan and coordinate staffing levels according to business demands.

	• Maintain efficient workflow and organisation within the kitchen. • Ensure all food preparation meets required timelines and service standards. • Implement and maintain standard operating procedures (SOPs). Team Leadership & Development • Recruit, train, and develop kitchen team, including Sous Chefs, Chef de Parties, and Commis Chefs. • Conduct monthly 1:1's, performance reviews and provide coaching and mentoring to team members. • Foster a positive, motivated, and high-performing team environment. • Schedule rotas and manage labour costs effectively. • Promote a culture of teamwork, respect, and continuous improvement. Financial Management & Cost Control • Manage food cost percentages and kitchen budgets. • Control portion sizes, waste, and stock levels to maximise profitability. • Source quality ingredients while negotiating with suppliers to achieve competitive pricing. • Monitor stock usage and conduct regular inventory checks. • Contribute to achieving overall food revenue targets. Health, Safety & Compliance • Ensure full compliance with food safety regulations (e.g., HACCP, Food Hygiene Standards). • Maintain cleanliness and organisation of kitchen areas. • Conduct regular safety checks and risk assessments. • Train team on hygiene, food handling, and safety procedures. • Ensure compliance with all legal and company standards. Guest Experience & Service Standards • Collaborate with front-of-house teams to ensure seamless service. • Respond to guest feedback and resolve issues promptly. • Contribute to enhancing guest satisfaction and hotel reputation. • Support special events, functions, and guest experiences.
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	Strategic Contribution • Contribute to the hotel's food and beverage strategy. • Identify opportunities for innovation and revenue growth. • Support marketing initiatives, including promotions and menus. • Monitor competitor offerings and industry trends Other duties and responsibilities appropriate to the level of this post
People Skills	• Strong leadership and team management skills • Excellent culinary expertise and creativity • Strong financial and commercial awareness • High attention to detail and quality standards • Ability to work under pressure in a fast-paced environment • Excellent communication and interpersonal skills • Strong organisational and time management abilities
Technical Skills	• Proven experience as a Head Chef or Executive Chef, ideally within a hotel or similar multi-outlet environment • Experience in managing, motivating and developing a large kitchen team • Excellent understanding of food & beverage and front of house operations • Strong understanding of cost control and kitchen financials • Experience in banqueting and events catering is highly desirable
Qualifications & Experience	• Professional culinary qualification (e.g., NVQ Level 3, City & Guilds, or equivalent) • Food Hygiene Certificate (Level 3 or above) • HACCP Level 3 • Knowledge of Health & Safety in the workplace



I have given a copy of the above to (insert name) and have explained all aspects of it.

Signature of Manager

Date

I confirm that I have been taken through the above, understand it and have received a copy of it.

Employee name (please print)

Signature of employee

Date