



## **Role Profile and Person Specification for the Role of:**

### **HEAD CHEF**

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**REPORTING TO: Centre Manager**

**WORKING ALONGSIDE: Assembly Bar + Kitchen Manager**

#### **ROLE SUMMARY:**

Develop the business to maximise income and profit. Provide a great eating experience for all our customers. Manage the current staff team of three working in the kitchen. Meet standards, financial targets, policies and practices set by HEART, whilst at the same time providing a high standard of customer service at all times. Working hours will be to suit the needs of the business and will include evenings and weekends.

All staff are expected to observe all health and safety at work regulations as set out by HEART in accordance with its statutory obligations.

#### **KEY RESULT AREAS:**

- Menu planning, using seasonal and local produce where possible, seeking ways to enhance the menu and product range.
- Creating buffet options, and catering, for both evening functions and daytime meetings
- Creating a range of 'specials' and, at all times, producing high quality, well presented food.
- Ensure dishes are prepared to standard recipes in order to ensure consistency.
- With the Centre Manager and Assembly Manager, develop both the business potential and vision of Assembly Bar + Kitchen and implement improvements.
- Maintain an organised system for food delivery and storage, stock levels and rotation to maximise productivity and minimise wastage.
- Controlling costs and maximising gross profit by ensuring systems are in place to monitor and minimise waste.
- Ordering, purchasing and stock control on a daily basis, including completion of paperwork and managing relationships with suppliers.
- Maintain a high standard of food hygiene as required by the Food Safety Act 1990, ensuring high standards of cleanliness and housekeeping in the kitchen, including completion of all records and documentation legibly and correctly.
- Ensure correct use, maintenance and cleaning of equipment.
- Lead on compliance with HACCP and COSHH procedures.

- Ensure all aspects of security, fire and emergency are carried out so HEART practices are adhered to including security of cash, stock and evacuation of the building.
- Organise the running of the kitchen by managing and delegating to the Chef de Partie and staff working in kitchen areas; and supervise and support the Front of House staff in the absence of the Assembly Bar + Kitchen Manager.
- Liaise with the Assembly Bar + Kitchen Manager on any new initiatives and procedures.
- Train and develop staff, with attention to HEART, Health & Safety and hygiene regulations.
- Conduct performance development reviews with the permanent kitchen team in line with HEART guidelines.

The post holder shall:

- Undertake training as required.
- Be accountable for their personal development through the appraisal process. (Individuals with line management responsibility are also accountable for the development of their staff.)
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.
- Carry out any other reasonable duties or tasks as required by the Centre Manager or HEART

In addition all employees are expected to work within the terms of their contract of employment and adhere to HEART instructions, values and behaviours.

#### KEY RELATIONSHIPS:

- Internal Contacts –Assembly Bar + Kitchen Manager, Chef de Partie, Centre Manager, Customer Administration Manager, Facilities Manager and Catering staff.
- External Contacts – Suppliers, Environmental Health Officers, customers

#### PERSON SPECIFICATION

#### KNOWLEDGE, SKILLS AND EXPERIENCE:

Skills		Essential	Desirable	Method of Assessment: Application Interview
1.	Self motivated, proactive with the ability to use initiative and take responsibility	X		AI
2.	Strong verbal communication skills	X		AI
3.	Innovative and practically minded	X		AI
4.	Strong food presentation skills and an eye for detail	X		AI

5.	Promotion and marketing skills		X	AI
6.	Excellent organisational and prioritisation skills	X		AI
7.	Ability to cost menus to ensure good GP	X		AI
8.	Excellent people skills	X		AI
9.	Ability to make reasoned judgements in relation to new situations	X		I
10.	Basic computer skills		X	AI
Experience/knowledge		Essential	Desirable	Method of Assessment
1.	Previous cooking experience	X		AI
2.	Previous experience of menu planning	X		AI
3.	Catering for large numbers to a high standard	X		AI
4.	Experience with stock orders and stock control	X		A
5.	Knowledge of operating all forms of social media		X	AI
6.	Experience of non-profit/community organisations and/or working with volunteers		X	AI
7.	Experience of managing and leading a team	X		AI
8.	A good understanding of a commercial catering operation.	X		AI
9.	Experience in the customer service industry		X	I
10.	Experience of Business Development		X	I
11.	A good understanding of food hygiene and HACCP		X	AI
Education and qualifications		Essential	Desirable	Method of Assessment
1.	Hold a City and Guilds 706/2, NVQ equivalent or extensive provable experience	X		A
2.	GCSE Maths & English Grade C or above	X		A
3.	Hold a Basic Food Hygiene Certificate	X		A
4.	First Aid trained or willing to undertake training		X	AI
5.	Holds an Intermediate Food Hygiene certificate		X	A

6.	HND/NVQ in Food Preparation and Cookery		X	A
Behavioural and Other Related Characteristics		Essential	Desirable	Method of Assessment
1.	A real interest in food	X		AI
2.	Self-motivated & proactive with the ability to use initiative and take responsibility	X		I
3.	Resilient and determined to overcome obstacles	X		I
4.	Able to work flexibly and creatively	X		I
5.	Conscientious, reliable and good attention to detail	X		AI
6.	Able to share excitement and ideas to enthuse others	X		I
7.	Able to work as part of a team as well as independently	X		AI
8.	Willing to adopt a hands-on approach	X		AI
9.	Awareness and understanding of the history, vision and purpose of HEART	X		I

***HEART is a Mindful and Disability Confident Employer. We welcome applications from all within our community that meet the criteria set out above.***



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**Board Approval: Yes**  
**Approval date:**