



HEAD OF EVENTS CATERING

JOB ROLE
REQUIREMENTS

**CREATING UNIQUE & MEMORABLE EXPERIENCES
FOR OUR GUESTS & TEAM**

BARTS

Maggie's

Bunga
Bunga

CAHOOTS

MR FOGG'S

CONTROL
ROOM

AIMS & GOALS:

Events are such an important area for the business and key to our future growth. This role will build on the successful culinary and commercial foundations that are already in place, and allow this department to continue to grow.

Ensuring an excellent Guest Experience: Through a consistent quality product offering & attentive hospitality.

- Producing a range of substantial small plates and general food for some or all of the Inception Group venues.
- Training and developing food handlers within Inception Group.
- Deploying chefs to Inception Group venues so as to provide food for specific trading sessions and experiences.

REPORTS TO :

Operations Director / Operations Manager

WORKING SCHEDULE :

The role is 45 hours a week in 5 days across the entire week.

PLACE OF WORK :

Central London.

PACKAGE :

- Salary OTE: £55,000 - £65,000 dependant on experience including a contribution from our tronc scheme
- Bonus Scheme based on 2 metrics:
 1. % of sales paid based on allocations from events
 2. Achieving the agreed percentage of theoretical GP%, which incorporates the sales mix during the year

PERKS

- Nightly £50 tab available across all venues
- Additional holiday based on length of service
- Paid Day Off for Your Birthday (If it falls on a working day)
- Maternity leave – Full pay based on length of service
- Paternity leave - Full pay for two weeks
- Medical and Dental Coverage for all salaried employees over 1 year service
- Referral Bonus for introducing salaried candidates to the company
- Monthly & Annual company drinks & social events
- Employee Assistance Programme with Hospitality Action



SKILLS & QUALIFICATIONS:

- A minimum of 18 months experience heading up an events food business
- Previous experience in a Head Chef role
- Proven ability to manage and lead a team of chefs
- Previous experience with event menu creation over various cuisines and themes
- Previous experience of full financial accountability for food led projects
- Demonstrable experience in a high volume environment
- A passionate interest in food and the catering industry
- A strong and competent communicator
- A thorough understanding of food hygiene and H&S legislation
- Ability to competently use microsoft suite, email and business software
- In depth knowledge of allergens & allergen management

RESPONSIBILITIES:

- Showcasing our talent for creating unique and memorable experiences
- Ensuring efficient operations: Ensure the smooth and efficient operational running of the kitchen(s) at all times including in your absence. You will need to maintain a consistent food service by leading the kitchen team, resolving food complaints & issues whilst ensuring a consistently high quality of products at all times.
- Providing an excellent working environment: Work closely with senior management to train, develop & maintain a motivated team.
- Maintaining a clean and safe environment: Ensuring all kitchen and storage areas are clean and well maintained, that all food safety procedures are followed ensuring the kitchen is running according to legislative expectations and that all safety procedures are followed to prevent accidents or injuries.
- Maximising profitability & maintaining GP targets: This is achieved by managing costs, minimising waste, managing stock & ordering, developing menus & pricing inline with targets.

ROLE SPECIFIC DUTIES :

- Creation of thorough spec sheets for all food created from the centralised kitchen team.
- Implement quality control measures to guarantee that all food leaving the kitchen meet our high standards of taste, presentation, and consistency.
- Collaborate with the events and sales team to create a food offering that enhances the brand stories of the various Inception Group venues ensuring a seamless fusion of flavours and taste that leave a strong and lasting impression on guests.
- Support the delivery of any food element for venue experiences to enhance the guest experience.
- Be responsive & helpful with regards to menu requests & dietary requirements.
- Support Inception Group colleagues with being able to confidently make food recommendations by expanding their knowledge.
- Forensic focus on product standards & consistency.
- Solicit and act on customer feedback to continuously improve menus and our dining experiences.
- Demonstrate a commitment to exceeding customer expectations.



KITCHEN MANAGEMENT:

- Oversee the day-to-day operations of the central kitchen, including food preparation, cooking, and presentation.
- Develop and maintain efficient kitchen workflows to streamline food preparation and service, optimising productivity without compromising on quality.
- Implement stringent stock management procedures to minimise waste and maximise cost and efficiency.
- Conducting monthly stock audits and adjusting ordering to meet demand.
- Enforce rigorous food safety & health and safety protocols to create a safe work environment for all kitchen staff, adhering to industry standards & ensuring all cleaning schedules are being completed to agreed standards.
- Ensure the central kitchen runs in line with legal obligations in order to pass any authority visits and inspections. Minimum expectation is 5 star hygiene rating following an Environmental Health Officer visit.
- Fully complying with all relevant food legislation and HACCP regulations.
- Ensure clean & organised presentation of all kitchen areas, staff and self at all times.
- Ensure the kitchen is always stocked up & functional as required and ensure it is properly locked and secure after the last person leaves each day.
- Ensure yourself & your team have passed all relevant & compulsory training courses
- Attend and be prepared for all scheduled meetings.
- Ensure all back of house paperwork under your control is kept up to date & completed to company standards
- Process all invoices for ordering you control in a timely manner and in line with company policy
- Ensuring regular dialogue with key suppliers and ensuring that you pass on any relevant information to other Inception Group Departments in a timely manner.

FOOD & PRODUCT KNOWLEDGE:

- Stay abreast of the latest culinary trends, techniques, and ingredients, incorporating simple yet innovative elements into menu offerings to keep them fresh and appealing to guests.
- Build strong relationships with suppliers and vendors to source high-quality and unique ingredients.
- Educate kitchen teams & other relevant departments on menus, ingredients and cooking techniques to ensure consistency in food preparation and presentation, instilling a passion for quality and excellence in every dish served.
- Lead the creation and delivery of any food menu changes or updates including training & launch of new products and/or services.
- Forensic focus on food consistency, quality and presentation.
- Carry out weekly stock counts ensuring any variances are investigated, reported & rectified
- Place dry orders in line with supplier cut off times & delivery schedules ensuring the kitchen is always adequately stocked.
- Place dry orders in line with par & trade levels to ensure a minimal holding stock at all times.



SALES DRIVING & FINANCIAL CONTROL:

- Analyse sales data and trends to identify opportunities for menu enhancement and pricing strategies that drive sales growth & spend per head while maintaining profitability.
- Monitor and control food costs, labor costs, and overhead expenses, implementing cost-control measures to achieve financial targets.
- Monitor & minimise wastage to ensure profitability.
- Process all invoices accurately & timely according to company procedures.
- Work with head office teams to ensure stock is managed & recorded accurately.
- Ensure all dry ordering & rotas are informed by and in line with sales forecasting.
- Monitor sales performance and analyse data to identify areas for improvement.

PEOPLE:

- Lead by example, fostering a positive and collaborative work culture that empowers team members to excel in their roles and take pride in their contributions.
- Provide ongoing training and development opportunities to enhance the skills and capabilities of kitchen staff, promoting a culture of continuous learning and growth.
- Address any conflicts or issues within the team promptly and effectively, promoting open communication and resolving challenges to maintain a harmonious work environment.
- Manage and mentor kitchen staff to maintain high standards of food quality, hygiene, and safety.
- Maintain a good working relationship with Inception Group colleagues and management teams
- Cooperate closely with the sales teams to ensure that events can be confirmed promptly.
- Ensure that yourself and all team members are abiding by company rules at all times.
- Recruitment of central kitchen team members and ensuring proactiveness with ongoing recruitment needs.
- Ensuring that you are aware of probation periods for your team members and when they are coming to an end.
- Carry out quarterly 1:1's with all kitchen team members.
- Highlight any team issues to the central operations team in order to manage them proactively.
- Ensure the kitchen rota is completed 2 weeks in advance, meticulously balancing both the business needs with team requests & working patterns

