



HEAD CHEF

JOB ROLE
REQUIREMENTS

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



AIMS & RESPONSIBILITIES:

- **Ensuring efficient operations:** Ensure the smooth and efficient operational running of the kitchen 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 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, following company food recipe playbook.

REPORTS TO:

General Manager

WORKING SCHEDULE:

The role is 45 hours a week in 5 days across the entire week. As late night bar operators, working past midnight on certain nights of the week will be a requirement of the role. When running a service you are required to be present in the kitchen at all times. Any back of house responsibilities will need to be carried out during scheduled back office time to be organised with your General Manager.

PLACE OF WORK:

Central London. The first 2 weeks of your induction will be held in a venue different to your own. Following this, you will be usually be based in your home venue.

PERKS

- £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



BARTS

Maggie's

Bunga Bunga

CAHOOTS

MR FOGG'S

CONTROL ROOM

REQUIREMENTS & QUALIFICATIONS:

- Proven experience as a Head Chef running their own kitchen and team for minimum 2 years
- Passion for food, cooking and hospitality
- Strong leadership and communication skills
- Ability to work well under pressure and in a fast-paced environment
- Relevant culinary qualifications and at minimum level 3 FOOD SAFETY



ROLE SPECIFIC DUTIES

GUEST EXPERIENCE:

- Be able to follow control measures laid out in the company food recipe playbook to guarantee that all dishes leaving the kitchen meet our high standards of taste, presentation, and consistency and can be expedited quickly
- Be responsive & helpful with regards to menu requests & dietary requirements
- Support the FOH team with being able to confidently make recommendations and expand their knowledge
- Forensic focus on product standards & consistency
- Work closely with the rest of the management team to continuously improve the dining experience, demonstrating a commitment to exceeding guest expectations, identifying & correcting any service issues

KITCHEN MANAGEMENT:

- Oversee the day-to-day operations of the kitchen, including food preparation, cooking, and presentation
- Consistently deliver company menus including lunch and evening in line with food recipe playbook.
- Maintain efficient kitchen workflows to streamline food preparation and service, optimising productivity without compromising on quality
- Follow stringent stock management procedures to minimise waste and maximise cost 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, maintaining impeccable standards of kitchen hygiene and cleanliness
- Ensure the kitchen runs in line with legal obligations in order to pass any authority visit complying with all relevant food legislation completing daily and weekly food safety and HACCP checks and processes
- Ensure clean & organised presentation of all kitchen areas, staff and self at all times
- Ensure the kitchen is always set up & stocked according to venue expectations & standards
- Ensure yourself & your team have passed all relevant & compulsory training courses
- Attend and be prepared for all scheduled meetings
- Ensure all orders placed in a timely manner – Must be competent with online EDI ordering
- Ensure all deliveries received correctly
- Ensure all order / delivery / invoice paperwork is correct and accurate
- Ensure all back of house paperwork under your control is kept up to date & completed to company standards

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 colleagues and management team
- Cooperate closely with the team & other venue managers to ensure food is delivered promptly at all times
- Ensure that yourself and all team members are abiding by the house rules at all times
- Recruit kitchen team members being proactive with recruitment and probations ensuring high standards are consistently met
- Support your Venue Training Champion with all new starter inductions & compliance training for kitchen staff
- Carry out quarterly 1:1's with all kitchen team members
- Highlight any team issues to the General Manager 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

FOOD & PRODUCT KNOWLEDGE:

- Educate kitchen team & FOH team on the menu, ingredients, and cooking techniques to ensure consistency in food preparation and presentation following company food recipe playbook instilling a passion for quality and excellence in every dish served.
- Forensic focus on food consistency, quality and presentation
- Carry out monthly stock takes ensuring any variances are investigated, reported & rectified
- Place all orders in line with supplier cut off times & delivery schedules ensuring the kitchen is always adequately stocked
- Place all orders in line with par & trade levels to ensure a minimal holding stock at all times
- Process all invoices accurately & timely according to company procedures

SALES DRIVING & FINANCIAL CONTROL:

- Must be comfortable following company food recipe playbook, making sure guests have consistent food experience and we meet/exceed commercial targets
- Monitor and control food costs, labor costs, and overhead expenses, implementing cost-control measures to achieve financial targets
- Monitor & minimise wastage to ensure profitability
- Work with the management team 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