

# HEAD CHEF

***Job Title:***

Head Chef

***Place of Work:***

A hotel or restaurant

***Scope and General Purpose:***

To provide an efficient and cost effective food service.

***Responsible for:***

All kitchen staff

***Responsible to:***

Food and Beverage Manager

***Liaises with:***

All other heads of department

***Hours of Work:***

Flexible

***Limits of Authority:***

To be agreed.

***Main Duties:***

- To ensure that all menus are constantly updated, paying special attention to seasonal availability.
- To ensure that all menus are correctly calculated to ensure maximum gross profit.
- To ensure that all staff are constantly trained to effect good portion control and pleasing presentation of dishes.
- To ensure that sufficient stocks of all materials are being kept and stored under the correct conditions.
- To liaise with management daily regarding special requirements, VIP's functions, etc.
- To ensure that all statutory hygiene requirements are diligently followed.
- To ensure that maintenance problems are promptly reported.
- To ensure that attendance registers are kept daily and that any absenteeism is reported to management without delay.
- To ensure that all documents are passed to management immediately for processing.
- To ensure that all staff are dressed correctly to satisfy statutory requirements as well as enhancing the image of the establishment.
- To constantly update your knowledge and skills for the good of the establishment.
- To assist with regular stock takes as and when required.