

## Role Description

**Role Title:** Head Chef

**Location:** Octagon Theatre, Westlands Entertainment Venue and within Yeovil area

**Grade:** 6 plus 5% Unsocial Hours Allowance

### Main purpose

The Head Chef manages and leads the kitchen operations across the service to deliver high quality food and excellent service. Ensures the highest standards in health and safety, food safety and hygiene are adhered to at all times.

Delivering services, activities, projects and workstreams, providing a fast, high quality, consistent and continuously improving service for customers.

### Key tasks

- Manage our kitchens effectively and working with Heads of Department (e.g. Events and Operations Manager etc.) to ensure catering requirements are met
- Ensures meals are consistently prepared to a high standard within agreed timescales
- Lead on menu and product development for the service working with members of the Management Team, Chefs and other staff members to support the development and ensure menus and products with costing and pricing to reflect the quality and brand positioning of each venue, and that will best meet customer needs and exceed their expectations
- Takes responsibility for ordering food stock and goods, costings, menu delivery and planning, staff tasking and paperwork to ensure that the Catering departments are always sufficiently stocked to accommodate daily sales and special events, at all times having due regard to revenue and audit implications
- Maintain the storage areas and kitchens, ensuring they are kept in a tidy and hygienic condition, having regard at all times to food use by, and Best before end dates
- Provide support to the Events & Operations Manager for the purpose of operational management of the catering service as required, including technical support, providing feedback, responding to performance information and ensuring that all standards within the kitchen are kept including but not limited to venue dress, appropriate uniform, ensuring hygiene standards etc
- Ensures that all payroll, stock control, catering invoices, expenses and administration procedures are processed accurately and in accordance with SSDC policies and procedures
- Review and contribute to as and when required all relevant risk assessments including fire, food hazard analysis and critical control points (HACCP) and control of substances hazardous to health (COSHH) for the catering service
- Support the Events & Operations Manager in ensuring all aspects of the catering service are compliant with all Health and Safety, food safety, licensing and SSDC procedures
- Oversees arrangements to ensure that visitors with special catering needs are met for appropriately
- Working within set parameters independently and using your initiative to negotiate products, services and stock and think creatively to resolve problems and situations and working in accordance with the SSDC procurement rules, reviewing



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prices and operating margins at least annually.

- Hold keys and be responsible for locking/unlocking the venues as required
- Maintain confidentiality in line with agreed policy and relevant data protection legislation
- To support the continuous improvement of processes and procedures within the service using best practice from others where appropriate
- Promote a culture that is supportive of the Council's purpose, aims and values and to take all reasonable steps to maintain good employee relations
- Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities
- Lead with the design and development of tools and guidance notes for the areas of specialism to embed consistency and share knowledge and best practice
- To maintain and promote an exceptional level of customer care with internal and external customers, council members and the press
- To act as lead case owner in one or more areas of specialism, personally owning the resolution of more complex activities, projects and workstreams
- Promoting new ways of working, responsible for multi-skilling people and encouraging knowledge sharing across teams
- Work with the relevant Manager to support and develop others within the team
- Undertake any other duties and participate in projects commensurate with the nature and grading of this post or at the direction of the line Manager.

## Personal Specification

### Professional and educational qualifications

Essential	Desirable
Educated to A Level standard or equivalent or qualified by strong relevant experience.	Educated to Degree standard or equivalent or qualified by strong relevant experience.
706/1 and 706/2 and/or other relevant cooking qualification	Any other food / hospitality related qualification
Food Hygiene Certificate Food Safety/ Handling Certificate	

### Experience

Essential	Desirable
Significant experience in the catering industry	Experience of developing a catering business
Working with partners and developing relationships	
Experience of menu planning and food costing	
Experience of stock control and purchasing	
Experience of training, supervising and developing large catering teams and catered for events.	

## Key Skills

Essential	Desirable
Proactive with commitment to provision of excellent customer service	Able to review processes and recommend better ways of working
Able to communicate effectively both orally and in writing	
Building effective relationships	
Accuracy and attention to detail	
Well organised and methodical	
Team worker with ability to work on own initiative	
Resourceful and flexible in approach	
Problem solving and decision making	
Able to perform efficiently and effectively under pressure	
Proficient in MS Office or equivalent	

## Knowledge

Essential	Desirable
Knowledge of safe food preparation, food storage, stock rotation, portion control	
Knowledge and understanding of relevant legislation and processes	
Knowledge of developing a safe working kitchen environment	
Knowledge of food trends, developing menus and profit margins to develop a competitive and profitable service	