

JOB DESCRIPTION

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| Job Title: | Head Chef |
| Department: | Food & Beverage |
| Location: | Hull Venue |
| Reporting to: | Head of Food & Beverage |
| Hours: | 48 hours per week (annualised) |

Main Purpose

This post is responsible for the management of the kitchens and delivery of food across the venue to ensure that all customers receive a first class experience. To ensure all financial budgetary requirements as set by the company are met while ensuring adherence to all regulatory Health & Safety and Food Hygiene legislation and promotion of best practice.

Key Accountabilities:

- Create and produce menus to the high quality expected, ensuring all food production is of the highest standard.
- Provide management and financial information as well as stock figures as required.
- Ensure that kitchen staff are all compliant with food hygiene, health and safety legislation and best practice.
- Assist the management in optimising all revenue streams to maintain sales growth.
- To plan for events and ensure that all areas are prepared and set up for forthcoming events.
- Work cooperatively with the Conference & Event Sales team to plan and deliver customer requirements.
- Assist with all administrative duties including goods received notes and correct invoicing.
- Manage the performance and development of all kitchen staff.
- Produce and manage rotas and staff resources.
- Source quality food and kitchenware.
- Effectively manage kitchen areas, ensuring stock rotation, cleaning and suitable levels/ranges of stock are in place.
- Ensure all available resources are used to their optimum to ensure a smoothly run and profitable operation.
- Work in partnership with all other arena departments to ensure best available resources are available.
- Work closely with the Head of Food & Beverage on kiosk menu and cleanliness of all concourse Food & Beverage.
- Any other relevant duties assigned by the Head of Food & Beverage.

Knowledge & Qualifications:

- Relevant industry professional catering qualifications and evidence of continuous development.
- Minimum of three years working in a responsible role in a similar, high volume, customer focussed venue.
- Sound knowledge of budgeting, stock and margin control.

Skills:

- Excellent organisation and planning skills with the ability to work flexibly under pressure, to prioritise and to meet deadlines.
- Strong leadership skills.
- Ability to work well as part of a team.
- Smart appearance and presentation.
- Good understanding of financial implications and margin control.
- Show flair and imagination in menu design and an enthusiasm for innovative ideas.
- Extensive knowledge of, and interest in, food including current and emerging trends.
- Confidence and energy, with a proactive nature and the ability to take initiative.
- Excellent written and verbal communication skills.

Experience:

- Experience in the management of statutory requirements.
- Experience of organising hospitality, functions and events.
- Have a thorough understanding of food hygiene and health and safety regulations and as a minimum, hold a basic food hygiene certificate.
- Experience of leading and developing a team.
- Experience of providing excellent customer care.
- Experience of budget/cost management.
- Experience of working with colleagues at all levels throughout a company.
- Proven IT experience.

How to apply:

Please send your CV to kevin.pinnington@cgceventcaterers.co.uk

Please note that incomplete applications will not be considered.