Job Description

Job title: Head Chef
Department: Catering
Reports to (Position Title): Director of Catering

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Purpose of the role

Working closely with the Director of Catering, the Head Chef is responsible for coordinating and overseeing the kitchen operation and leading a large brigade of chefs to achieve the highest possible standards of dining for our students, Fellows, staff and conference guests.

Outline of the role:

Working closely with the Director of Catering, the Head Chef is responsible for coordinating and overseeing the kitchen operation and leading a large brigade of chefs to achieve the highest possible standards of dining for our students, Fellows, staff and conference guests.

Key Task and Responsibilities:

- Ensure the smooth running of the colleges’ kitchens.
- Coordination of service and the delivery of excellent standards of cuisine.
- Setting the standards and leading by example by personally preparing and cooking.
- Daily management of the Chefs, Kitchen Porters and storeman with particular attention to the allocation of their duties and specific tasks.
- Rotas management for chefs and kitchen porters.
- Demonstrate and maintain high standards of cooking to meet/exceed customer and College expectations.
- Devise and plan meals for student and conference guests, in conjunction with the Director of Catering.
- Write seasonal menus for Fellows, students and conference according to budgets and to high standards.
- Deliver private and special events menu in conjunction with the Director of Catering and to rosette standard as a minimum.

Background information

Based at: Gonville and Caius College, Trinity Street, Cambridge.
Hours of work: 40 hours per week
Contract: Permanent

Page 1 of 5
Kitchens Operations

- Ensuring wastage is monitored, controlled and kept to a minimum.
- Ensuring all kitchen equipment is maintained and kept in good, clean and safe working order and all maintenance issues are dealt with and reported to the Director of Catering.
- Ensure that all queries relating to menus and food are dealt with promptly and professionally to the highest standard.
- Ensure that all allergens are properly monitored and displayed when writing menus, also liaising with front of house clearly to avoid any risk to health.
- Manage the production and planning of dishes. Work should be rotated so that it is more interesting for the chefs and they become competent in all sections of the kitchen.
- Manage the production of food in a timely manner, utilising all chefs’ time to be ahead with food preparation.

Leadership of team

- Inspire and motivate the team to achieve their potential and therefore excel in delivering the highest possible standards of cooking.
- Leading by example and setting the pace and standards in both cooking and discipline.
- Prepare and distribute duty rosters for the chefs and kitchen porters taking into account the specific functions and absence of staff in any week.
- Recruit, train and develop staff to achieve high standards of quality food production by teaching new skills, emphasising the importance of modern and classical presentation, trying new dishes and new trends.
- Praising staff and recognising good levels of performance.
- Deal with unsatisfactory performance issues where necessary.
- Participate positively in the College appraisal process.
- Weekly training schedules for chefs and kitchen porters and organise new training ideas as well as identifying and utilising all staff skills.
- Create a leader environment with senior chefs, support in creating the next leaders in the kitchen by sharing work load and teaching senior chefs to become leaders.

Health and Safety Compliance

- Responsible and to ensure a 5 star rating is achieved and maintained with the food standards agency – so a thorough knowledge is needed of all Back of House paperwork including due diligence, Health and Safety, COSHH and HACCP to ensure the effective day to day running of the kitchen and food delivery areas, working closely with Director of Catering to achieve this.
- Ensuring all kitchen staff are sufficiently trained in all aspects of Health and Safety and keeping records correctly and maintain a weekly programme of training.
- Ensuring temperature records and food labelling are maintained and up to date and temperature readings are within safe levels across all kitchens of the college.
- Tightly monitor allergens system at the college, clearly identifying menu allergens.
- Reporting promptly any Health and Safety concerns to the Director of Catering.
• Responsible for achieving positive kitchen safety audit when performed by auditors.

**Stock Control and budget management**

• Ordering fresh and dry ingredients and ensuring that all deliveries are recorded and checked for quality, weight, safety, etc... actively cross check invoices.

• Cost seasonal menus, maintain the budgetary targets and seek ways of making cost efficiencies without compromising on quality, in consultation with the Director of Catering.

• Maintaining to where possible to the agreed purchasing group the college are signed up to.

• Keep the ordering of fresh raw ingredients using less pre-prepared fresh vegetables.
Essential Qualities

- Ability to communicate at all levels.
- A good leader, motivated with strong organisational and IT skills.
- Team player and approachable.
- Ability to see potential problem and work through solutions until resolutions is reached.
- Advanced knowledge of handling of kitchen equipment.
- Classical and modern techniques knowledge and experience, ability to deliver balanced menus is a must.
- Business and people management experience in a similar environment, including budget management and control and developing staff rotas.
- Proven ability to recruit, motivate, develop and lead a large kitchen team.
- Experience of coursing and purchasing supplies.
- Have a passion and flair for delivering and presenting food at the highest possible level.
- Attention to detail is required.
- A recognised qualification within the food industry.

Desirable Qualities

- Experience having managed large teams.
- Advanced food hygiene Level 3 or above.
- Experience as a sous chef or above at a good level, with a varied background in hotels and restaurants cooking varied menus from different backgrounds.
- Experience of working within a College/conferencing or large volume environment.
- Equivalent experience worked within another environment.

FURTHER INFORMATION RELEVANT TO THE ROLE

Team Responsibilities

- Participate in team meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others]
varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

Health and Safety

All employees must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Continuous Professional Development

Caius is supportive of Continuous Professional Development and the opportunity for training and development will be provided.

[End of document]