

## Job Description

**Job Title:** Function Chef

**Department :** Kitchen

**Job Reference :** FC/03/22

**Salary :** £25,000 per annum

**Hours :** Full Time : 37.5 hour week

*Temporary Live-In Accommodation available*

**Direct Supervisory Responsibility for:** Commis Chef's, Trainee Chefs, Kitchen Assistants and Kitchen Porters.

**Indirect Supervisory Responsibility for:** Delivery Supplier personnel, contract workers.

### **Important Functional Relationships:**

**Internal:** M.D, Hotel Manager, Health & Safety Manager, Restaurant & Bar Manager & Team, Conference & Banqueting Manager & Team, Kitchen Stock Controller.

**External:** Service & Equipment contractors, suppliers of goods and services, guests and members of the public.

**Reports to:** Head Chef, Senior Sous Chef, Sous Chef

### **POSITION SUMMARY:**

To be responsible for working alongside the Head Chef to manage daily kitchen function activities, including overseeing staff, aiding with menu preparation, ensuring food quality and freshness, and monitoring ordering and stocking.

To provide meal quality and consistency by following designated recipes and contribute to menus.

To contribute to identifying chefs with talent, training and developing.

To be responsible and accountable for running the daily functions

The position requires a flexible approach to a variety of shift patterns, split shifts weekend shifts. This position also requires a flexible approach to cover during periods of staff shortfalls.

### **Main Responsibilities / Key Accountabilities:**

- To undertake duties regarding daily functions
- To actively be an integral part of the Kitchen team with the Head Chef.
- To operate and participate in the efficient smooth running of the Kitchen.
- To prepare, cook and present for service any meals required to the standards set by the Head Chef and management.
- Work and co-operate with other supervisors to ensure that any foods being served to our customers is to the laid down standards.
- Be accountable for the smooth running of the daily functions, including the preparation, cooking and presentation of all foods to the agreed standards.
- Keep an overall check on the accuracy of standards of all food deliveries.

- To ensure that all statutory elements of health and hygiene are adhered to and maintain the premises in a safe and healthy condition and to a high standard.
- To monitor the safe storage and control of any potentially harmful materials and chemicals used within the department and ensure that such materials are appropriately marked and signposted.
- To be responsible for all aspects of the departments risk management, including ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements.
- To be responsible for ensuring the safe and efficient operation of all kitchen equipment.
- To be aware of and adhere to applicable hotel rules, regulations, legislation and procedures, national legislation (Health and Safety, COSHH, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the hotel.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the post as required.

#### **Planning and Organisation:**

- To order foods and other associated products of the correct standard and quantity for the level of business at the time.
- To liaise with head chef for the ordering and checking of invoices,
- To have an active part in Menu compilation in line with the policies and standards of the Hotel.
- To assist the head Chef to achieve and maintain gross profit margins as agreed with the management.

#### **Essential Internal and External Relationships:**

- Create and promote a good working atmosphere in the kitchens and within other departments.
- To assist the Head Chef in promoting and maintaining good relationships with suppliers.
- To attend hotel management meetings to check over the weekly business regarding functions

Every single member of staff at Ufford Park is critical to helping us operate. We can employ up to 150 people in peak season. All of our team members enjoy exclusive benefits such as lunch/dinner whilst on shift, free parking, a staff reward scheme, use of the pool, gym and discounted rates for use in our spa, accommodation, dining, golf and treatments, 28 days annual leave (inclusive of Bank Holidays) and membership to the Company Pension Scheme.

**EMPLOYEE SPECIFICATION**

**POST TITLE:** Function Chef

**DEPARTMENT:** Kitchen

	<b>Essential</b>	<b>Desirable</b>	How identified
<b>SKILLS:</b>	Strong Organisational Skills Attention to Detail Leadership, Management Positivity Ability to Work Under Pressure Self-Motivated Creative Problem-Solving Skills Strong Verbal and Written Communication Skills Exceptional Customer-Service Skills Accuracy and speed in handling emergency situations and providing solutions	Ability to drive change Ability to influence people who are not part of your team Good IT skills including knowledge of Microsoft Office Excel and Word	<b>Reference's</b> <b>Aptitude testing</b> <b>Practical assessment</b>
<b>EDUCATION / KNOWLEDGE:</b>	City & Guilds diplomas in professional cookery BTEC HND in professional cookery A foundation degree in culinary arts Health and safety certificate food hygiene certificate – level 2 Understanding of various cooking methods, ingredients, equipment and procedures Food and Beverage Knowledge Restaurant Industry Knowledge Knowledge of Restaurant Regulations Familiar with industry's best practices	food hygiene certificate – level 3 Up to date First Aid at Work Qualification	<b>Certificates</b>
<b>EXPERIENCE:</b>	Minimum 3 yrs. practical experience Experience of managing all sections Excellent record of kitchen and staff management Previous function experience	Previous Kitchen Deputy Management Experience	<b>Reference's</b> <b>Verification of employment history</b>