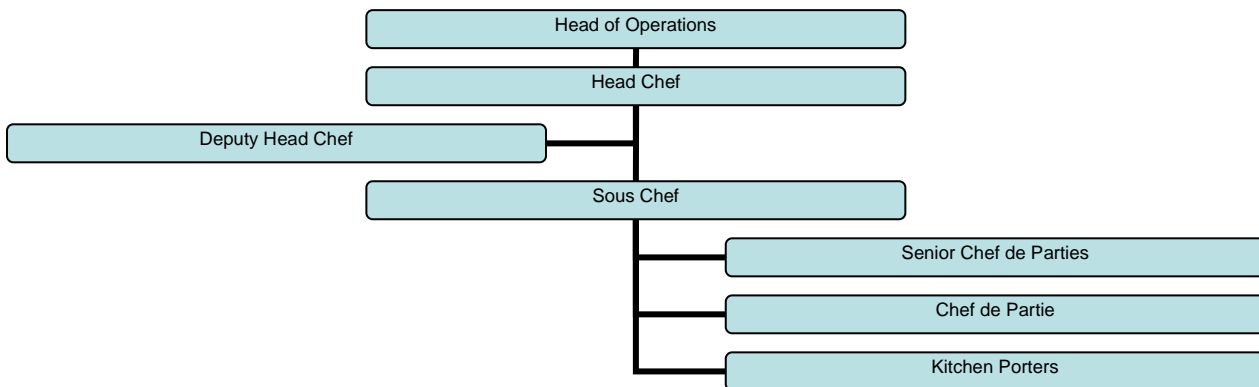


## J O B   D E S C R I P T I O N

<b>JOB TITLE</b>	Deputy Head Chef
<b>DEPARTMENT</b>	Kitchen
<b>RESPONSIBLE FOR WHICH OTHER POSTS</b>	Sous Chefs, Senior Chef de Parties, Chef de Partie, Kitchen Porters
<b>RESPONSIBLE TO</b>	Head Chef

### Organisation Chart



### Job Summary

Responsible for the daily operational management of the kitchen function alongside the Sous Chefs; ensuring a smooth and efficient operation. Responsible for the management, development and coaching of a team of chefs. Responsible for actively supporting the Head Chef in the delivery of the Kitchen's strategic plan and KPIs.

### Main Duties

- Work with the Head Chef and kitchen team to consistently produce food of the highest standard.
- Work collaboratively with the wider operations and F&B management team to ensure consistency of food quality and service for our guests.
- Manage to the day-to-day operation of the kitchen.
- Contribute to the on-going development and creative direction of menus.
- Work closely with the Head Chef and suppliers to source sustainable, competitively priced, quality ingredients.
- Deputise for the Head Chef in their absence.
- Work with the Head Chef to develop and implement standards across the team, ensuring a high-quality service is provided to guests.
- Demonstrate exceptional customer care within the team in order to meet the service requirements of the Hotel.

- Ensure health and safety compliance, including daily monitoring and recording of temperature checks.
- Ensure high hygiene standards and HACCP controls are always maintained and due diligence is followed through.
- Inform the Head Chef of any defects in equipment, suspect food or other concerns in relation to Food Safety.
- Achieve targets on food, staff costs and quality control measures.
- Complete monthly stocktake audits.
- Manage a team of chefs and participate in the recruitment, training, development and coaching of all kitchen staff in order to ensure a highly engaged and efficient team.
- Motivate and engage the kitchen team on a daily basis.
- Roster staff on a weekly basis, and effectively manage absences.
- Any other duties commensurate with the role.

### **General Requirements**

- Build and maintain effective working relationships across the Hotel.
- Present a professional image of the Hotel to guests.
- Respond professionally and pro-actively to any guest queries.
- Actively support and demonstrate the Hotel culture and values.
- Adhere to all Hotel policies, procedures and processes.
- Comply with statutory requirements regarding the workplace such as employment law, health and safety, hygiene, fire prevention, GDPR etc.
- Act with integrity and in the interests of the Hotel at all times.

## **PERSON SPECIFICATION**

### **Experience**

- Previous experience in a similar role within a high-quality food establishment, where quality and consistency go hand in hand
- Experience of banqueting and restaurant to a 1 rosette standard
- Experience of overseeing the highest standards of health and safety
- Experience of developing and coaching kitchen team members

### **Skills, Abilities and Knowledge**

- Technically talented
- Genuine desire to put the guest at the heart of everything you do
- Ability to bring industry insight and added value to our business
- Ability to use your professional knowledge and experience to model behaviours and skills that inform, inspire, and motivate others
- Ability to lead and work effectively as part of a team
- Passion for high quality food and service
- Ability to drive high standards and consistency
- Excellent organisational and planning skills
- Ability to communicate and collaborate effectively at all levels

### **Qualifications**

- Good level of general education (GCSE or equivalent in English and maths)
- Health & Safety Awareness training
- COSHH training
- Professional chef qualification (desirable)