



## **JOB DESCRIPTION**

### **Head Chef**

#### **Job Purpose**

As an integral member of the COTA team lead the provision of a quality catering service for all personnel on board adhering to strict health and safety guidelines. Managing and supporting a catering team to a high level.

#### **Main duties/tasks**

- All food to be prepared and cooked off to the agreed standards in the agreed amounts and passed to hot press as requested
- Ensure that standards relating to food and cleaning service are maintained at all times, strict attention is paid to the requirement of the Food Safety Act (particularly undertaking and recording of temperature controls and overall food hygiene)
- Ensure that personal working hygiene standards and those of staff for whom you are responsible meet both the company and statutory requirements
- Assist manager to ensure budget requirements are adhered to and the efficient use of all resources is achieved, this can include; managing and rotating stock to ensure food safety and minimum wastage and achievement of contract food costs, managing galley cleaning rotas, menu compilation and galley waste segregation
- Ensure all catering equipment is operated and maintained in a safe and clean manner and report any defects
- Report any incident of fire, loss, damage unfit food and other irregularities or contract deviations and take such corrective action as may be delegated
- Attend any meetings and/or training courses as may be necessary
- Attend Client and Company training courses as deemed necessary
- Fully support and participate in all Client and company Safety Initiatives
- Identify personal training requirements
- Taking personal responsibility for closing identified development gaps and future requirements
- Ensure all duties and responsibilities are undertaken in full compliance of the Health and Safety at Work Act, all other applicable UK regulations and all industry Standards and Guidance notes
- Ensure specific menu planning requirements are adhered to and standards relating to food and cleaning service are maintained at all times
- Ensure the ordering of foodstuffs and the prompt service of all meals at required times to Company and Client specifications
- As required, undertake baking and butchery to the appropriate standards

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- Carry out any additional duties and any other tasks as requested, which are within your competency and which form part of the service to the client, such as the unloading of containers

### **Additional Information**

#### **Responsibility for the work of others**

- Giving guidance and support to all the catering team working within food areas
- Conducting, Monitoring and Evaluation training for the catering team working within food areas
- Organising/planning continuity of work and provision of service
- Monitoring and maintaining levels of conduct and work performance
- Maintain Health and Safety, and hygiene standards to a very high level taking into account Client Health and Safety rules and regulations at all times.

#### **Responsibility for Machinery/Equipment/Materials/Consumables**

- Ensuring correct use and safe operations of all machinery and making sure that these are kept clean and hygienic
- Basic maintenance and preparation for use
- Knowledge and competency in the use of cleaning materials and chemicals as approved under COSHH regulations ensuring, at all times, that all chemicals are stored correctly according to COSHH regulations
- Working knowledge of Company/Client Safety Management Policy
- SSOW and COSHH
- Training of others in correct and safe methods of use and maintenance of machinery and equipment
- Proper stock rotation ensuring dates stock dates are in date order.
- Disposing of all out of date stock in terms of company procedures.
  - Deliveries and orders of all consumables
  - Stock taking
  - Monitoring stock consumption
- Correct and effective use of all consumables

#### **Decision Making**

- Identify personal training needs and the need of the team
- Reporting faults to line supervisor or department supervisor
- Participate in inspections and contribute to the process of identifying and implementing improvements
- Ensuring by demonstrating a complete understanding of level of service provided that all catering services are delivered to the required standard including
  - Encouraging feedback from all customers
  - Suggesting improvements where possible
  - Participate in remedial action or improvement opportunities

**Communication/Contact with Others**

- Reporting faults to line supervisor or department supervisor
- Investigate and report customer complaints immediately and take the agreed corrective action where service gaps are identified.
- Promote the company image at all times
- Communicate efficiently and effectively to clients and colleagues

**Experience/Qualifications**

- City and Guilds (or equivalent) 706/1 and 706/2
- Minimum 3 years industry related experience
- Basic food hygiene