



Job Description

JOB TITLE: Head Chef

LOCATION: V&A Dundee

REPORTS TO: General Manager

The suitable candidate will be the figurehead of all kitchen operations, responsible for providing a suitable food offer for daily operations and in-house events as well as overall management of the chef brigade, Health & Safety and Food Safety.

OBJECTIVES:

- Set and maintain an exceptionally high standard of food quality in terms of taste, presentation and service.
- Demonstrate the ability to show attention to detail and creative flair throughout all food offers.
- Produce considered and diverse menus and dishes that reflect the ethos of the venue.
- Create and maintain a working environment which meets all current legislative responsibilities in relation to Allergen Management, Food Safety, Health and Safety and HACCP.
- Manage key financial lines of the P&L to achieve budget and look to improve budget where possible including effective management of fixed and variable payroll costs.
- Be responsible for and ensure that the correct food GP is achieved by regularly costing ingredients and dishes using a robust and practised recipe management system.
- Create and maintain a safe, happy and committed working environment for the kitchen brigade and all other catering staff, as well as ensuring positive and constructive relations with front of house team members.
- Ensure effective and acceptable lines of communication between the kitchen brigade and all other catering staff.

DUTIES & RESPONSIBILITIES:

- Ensure the kitchen delivers a high-quality food service at all times.
- Attend focus groups and management meetings as required.
- Ensure that financial targets are met or exceeded each month. Work with the kitchen brigade to ensure dry cost of sales are being achieved through proactive stock control and look to reduce kitchen wastage at all times.
- Ensure that all Health & Safety legislation is carried out correctly and recorded as necessary. This includes all HACCP and COSHH responsibilities, as well as EHO visits, Fire Evacuation Procedure, First Aid at Work and ensure safe working practises at all times.
- Maintain a focus on food safety management, including allergen management, customer information and safe cooking, chilling, freezing and defrosting record keeping.
- Ensure that all on site Risk Assessments are up to date and reviewed as necessary, and that the kitchen brigade is all trained on the necessary legislative aspects of the kitchen.

- Ensure a focus on client needs and feedback and ensure that any food queries or complaints are dealt with promptly and professionally.
- Ensure all equipment under your supervision is maintained in working order, kept clean, safe and secure, with any issues being reported at the first available opportunity.
- Keep records of any equipment maintenance required and follow correct channels and procedures when reporting and scheduling maintenance.
- Ensure all incoming stock is received, checked off against invoice and rotated with existing stock as necessary.

TEAMS & TRAINING:

- Ensure that all members of the kitchen brigade are fully aware of and achieve their objectives, providing continued support and guidance whenever necessary.
- Take leadership in the recruitment and training of all new members of the kitchen brigade in conjunction with the General Manager and HR, as well as management of the Chef Induction Program for all new starters.
- Ensure that the kitchen brigade are all up to date with FLOW or Ingenium training and provide refresher training whenever necessary.
- Develop the kitchen brigade to enhance their skills and maintain motivation. Delegate and communicate responsibilities effectively, utilising weekly management meetings and briefings by setting goals and deadlines.
- Hold regular meetings and briefings to discuss Health and Safety, Food Safety, Allergen Management and menu development.

ADMIN:

- Ensure effective rota management and work closely with the management team on costed rotas to achieve the % cost to turnover as required on a weekly basis.
- Ensure accurate and timely payroll information.
- Ensure any sickness issues are recorded and reported immediately.
- Ensure daily briefings are carried out between the kitchen and front of house team.
- Follow all company policies and procedures.

WORKING RELATIONSHIPS:

- CATERING MANAGEMENT TEAM – General Manager, Assistant General Manager, FOH Supervisors
- KITCHEN BRIGADE: Chef de Partie, Commis Chef, Kitchen Porter
- HPL MANAGEMENT TEAM: Head of Retail Operations, Retail & Culinary Operations Manager
- VENUE MANAGEMENT TEAM: V&A Dundee team