



Job Description: Sodexo Live!

Function:	Culinary Operations
Position:	Head Chef Hamilton Park Racecourse
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	General Manager
Additional reporting line to:	General Manager
Position location:	Hamilton Park Racecourse - Hamilton

1. Purpose of the Job – State concisely the aim of the job.

The Head Chef is responsible for leading the culinary operation at Hamilton Park Race course , ensuring the delivery of exceptional food quality, innovation, and service standards across all hospitality and catering outlets. The role requires strong leadership, operational excellence, financial control, and a commitment to maintaining the highest standards of food safety, hygiene, and customer satisfaction.

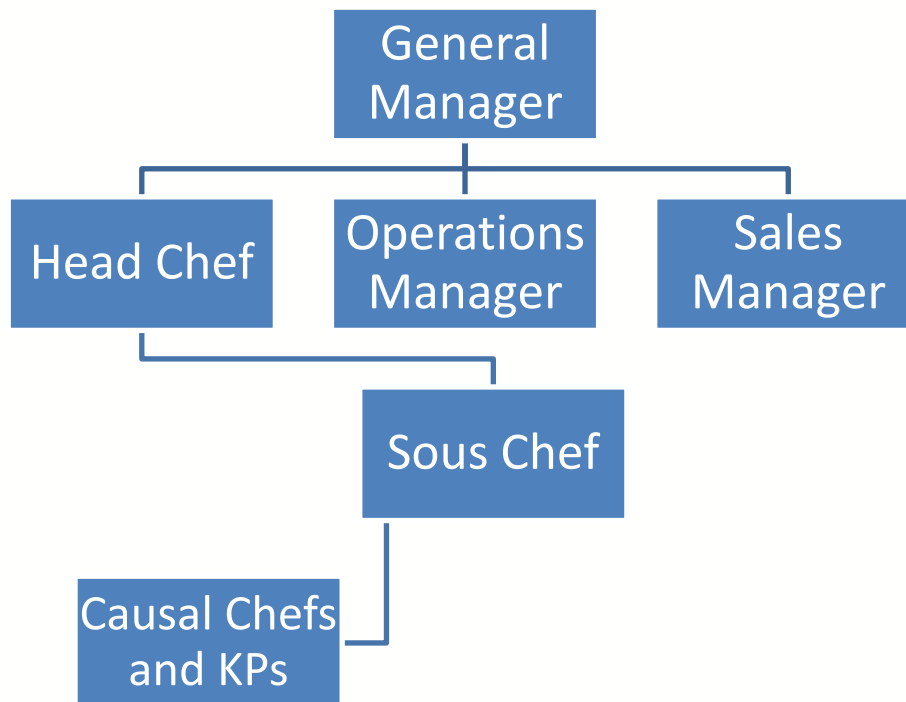
The Head Chef will support the Executive Head Chef in developing innovative food concepts, managing kitchen operations, controlling costs, and leading a high-performing culinary team capable of delivering outstanding experiences on both race days and non-race days

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Characteristics

- Managing significant fluctuations in business volumes between match days and non-match days.
 - Responding to last-minute bookings, menu changes, and dietary requirements.
 - Delivering consistently high standards during peak-volume service periods.
 - Coordinating multiple hospitality operations simultaneously.
 - Managing relationships with a diverse range of stakeholders and decision-makers.
 - Balancing innovation with the expectations of a well-established customer base.
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3. **Organization chart** – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

■ **EXCELLENCE**

- Delivering exceptional food and service standards across all racedays, hospitality suites, conferences and events
- Maintaining consistency and quality within a fast-paced event environment
- Ensuring all food is delivered to specification, on time and to the highest presentation standards
- Understanding guest expectations and providing value and quality at every level of the business

■ **COMMITMENT TO PEOPLE**

- Supporting the development, engagement and wellbeing of the kitchen team
- Promoting equality, inclusion and respect throughout the operation
- Creating a positive, rewarding and supportive working environment
- Delivering clear communication and maintaining strong working relationships across all departments

■ **CREATIVITY AND INNOVATION**

- Supporting seasonal menu development and innovative event catering concepts
- Continually improving kitchen procedures, efficiency and standards
- Encouraging creative thinking and problem-solving within the team
- Adapting to changing business requirements and guest expectations

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

Culinary Leadership & Food Production

- Lead and manage the day-to-day culinary operation,
- Ensure the prompt preparation, production, and service of all food offerings to agreed quality standards and service times.
- Maintain consistently high standards of presentation, taste, and customer satisfaction.
- Drive menu innovation and continuous development of food concepts across all hospitality areas.
- Attend and contribute to client and customer tastings.

Operational Management

- Plan and coordinate kitchen operations across multiple outlets and events operating simultaneously.
- Manage staffing levels, rotas, and labour deployment to ensure efficient resource utilisation.
- Oversee ordering, stock control, and supplier relationships to ensure product availability and quality.
- Monitor food waste and implement initiatives to improve efficiency and reduce costs.



- Ensure all kitchen equipment is used safely, maintained correctly, and that staff are appropriately trained.

Financial Performance

- Manage food, labour, and operational costs within agreed budget parameters.
- Work closely with the commercial team to ensure accurate weekly reporting of budget, forecast, and actual performance.
- Monitor expenditure and identify opportunities for improved profitability and operational efficiencies.
- Support achievement of annual financial targets and business objectives.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Ensure full compliance with all company policies and statutory regulations relating to:
 - Food Safety
 - Health & Safety
 - HACCP
 - COSHH
 - Fire Safety
 - Safe Systems of Work (SEMS)
 - Allergen Management
 - Purchasing Procedures
- Ensure all allergen information is accurately recorded and communicated for every event and service.
- Maintain exceptional standards of cleanliness and hygiene across all kitchen and food production areas.
- Deliver and maintain Green Safeguard audit compliance across the site.
- Ensure cleaning schedules are completed, monitored, and signed off appropriately.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential Experience

- Proven experience in a senior culinary leadership role within high-volume hospitality, events, or premium catering environments.
- Strong background in fine dining and high-quality food production.
- Experience managing large teams and complex catering operations.
- Demonstrated ability to manage budgets, labour costs, and food costs effectively.



Qualifications

- CIEH Level 3 Food Safety (or equivalent).
- IOSH Managing Safely.
- Relevant Professional Cookery Qualification (desirable).

Skills & Knowledge

- Excellent culinary expertise and creativity.
- Strong leadership and people management skills.
- Financial and commercial awareness.
- Exceptional organisational and planning abilities.
- Strong understanding of food safety, allergen management, and compliance requirements.
- Effective communication and stakeholder management skills.
- Ability to perform under pressure in a fast-paced environment.

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8. Management Approval – To be completed by document owner

Version	1	Date	
Document Owner			

9. Employee Approval – To be completed by employee

Employee Name		Date	
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