

JOB DESCRIPTION

Job Title:	Head Chef
Location:	ACC Liverpool
Responsible to:	Executive Chef
Responsible for:	Senior Sous Chef, Sous Chefs, CDPs, Junior Sous Chefs, Commis Chefs, KAs

Scope and General Purpose:

Support the Executive Chef to oversee, manage and lead the food offering and kitchen brigade across all areas of the business. Achieve high levels of delivery on a consistent basis whilst ensuring budgets are reached and where possible surpassed. Lead the team so that they are motivated and engaged to provide guests with the best possible experience by facilitating communication and teamwork.

Key Attributes – Essential

- Excellent communication skills
- Passion for food, food trends and innovation
- Passion for working with people
- Excellent attention to detail
- Exceptional time keep skills
- Exceptional personal presentation
- Excellent financial knowledge

Operational Excellence

- Be accountable for all aspects of the kitchen operation – financial, legislative, and managerial, etc.
- Be aware of the overall running of the business in conjunction with Executive Chef ensuring all communication is passed through to the rest of the kitchen brigade and all necessary actions completed.
- As a senior member of the kitchen team be a figure head; set and maintain high standards of food quality in terms of taste, presentation and service in a style which Centerplate is renowned for.
- Direct and motivate the kitchen brigade with the Executive Chef, delegating and communicating responsibilities effectively, utilising weekly management meetings, briefings etc. setting goals and deadlines.
- Support the Executive Head Chef by being directly involved with both internal and external clients regarding menus and tastings.
- Attend weekly management meetings and briefings to liaise with both the Account Management team and the Operations team to ensure full understanding of clients expectations prior to food service
- Develop, write and cost menus in line with COS targets annually for all areas of the business. Aspire to create dishes that are at the fore front of culinary trends.
- Support the creation and follow SOP documents for all dishes to ensure standardisation or dishes from the ordering process, to allergen management through to final presentation.
- Be accountable for all stock control systems within the kitchen stores following company stocktaking procedures and liaising with Stock Control Manager weekly.
- Work with the Training Manager to support the recruitment process and development of the kitchen brigade at all levels. Strive to have a passionate, award winning team; known to be the best in the business.



- Be responsible for the entire kitchen brigade from Senior Sous Chef through to Kitchen Assistant/kitchen porters. Ensure all daily health and safety, food safety documents are completed and that high levels of cleanliness are achieved.
- Manage and control labour costs in line with set budgets.

Duties & Responsibilities:

- Ensure that financial targets are met or exceeded
- Ensure that all members of the kitchen brigade are fully aware of and achieve their objectives
- Liaising with the Executive Team, monitor results in all areas of the business, look at effectiveness of producers and discuss and implement any ideas or innovations
- Communicate with Executive Chef in respect of personal development, training, appraisals and long term objectives
- To be aware of and ensure that those responsible to you are aware of all legislation that is relevant to your work and ensure that all legal requirements are met including: Health and Safety at Work, Food Safety, Allergens, COSHH, Environmental Health, Fire Precautions and any others.
- Adherence to all Company Policies

Occasional Duties

- To assist at Company's Major Events when able to do so.
- Attend training courses designed for personal development.

This job description is non-contractual and is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at time of writing.