

Job Description: Head Chef



Function:	Universities
Position:	Head Chef
Job holder:	
Date (in job since):	
Immediate manager	Retail Manager
Additional reporting line to:	Transformation Director
Position location:	Solent University

1. Purpose of the Job

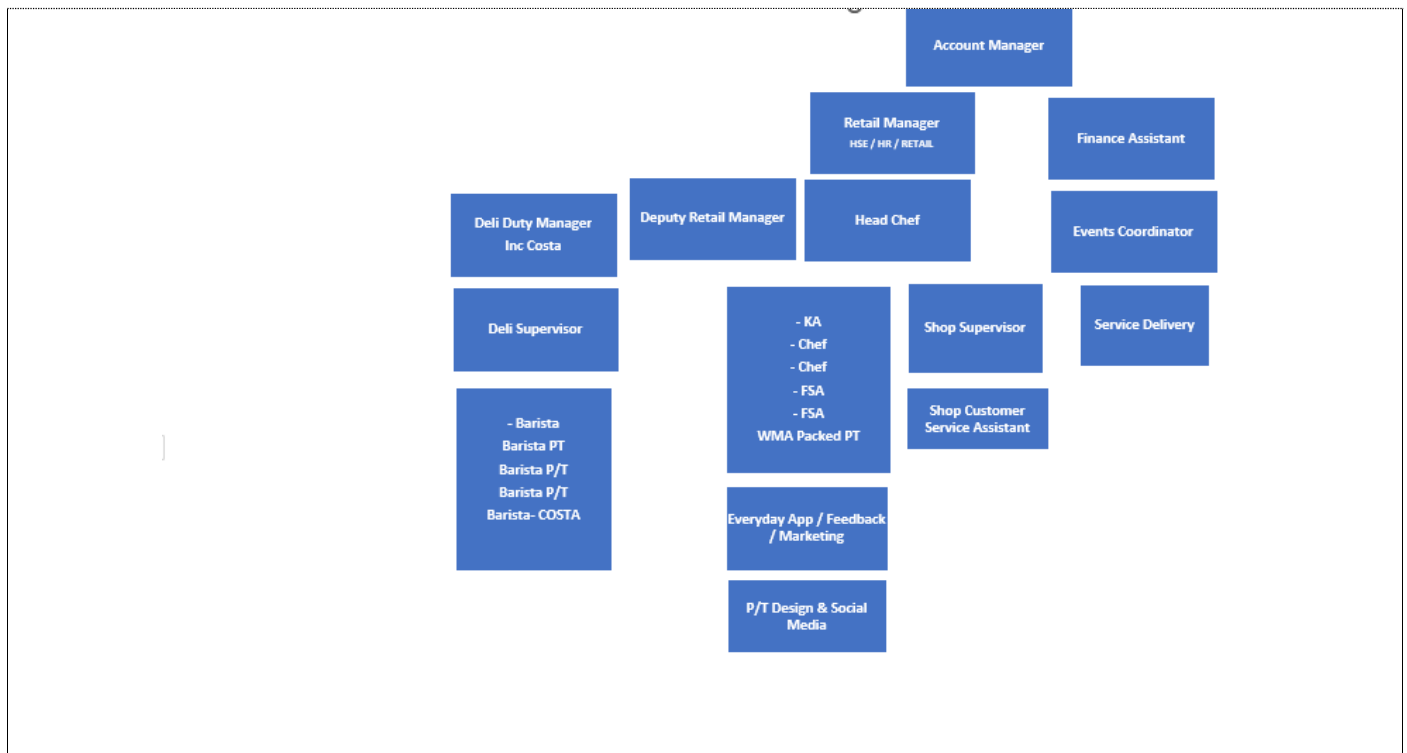
Manage all aspects of food preparation, production and service to restaurant outlets and hospitality functions. Ensure high standards are maintained to meet service times and quality and quantity of food within budget limitations. Improve retail margins, manage staff effectively to ensure stocktaking, production. Manages all kitchen staff and works alongside the retail manager. Qualified chef with food hygiene, IOSHH and IT skills, plus experience of catering and retail.

2. Dimensions

Revenue FY27				

Characteristics - Student - Staff and Public clientele

3. Organisation chart -



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

- Counter Sales and Hospitality / Summer Schools
- Responsible for all menu planning, costing,
- Ordering and Stock Counting
- Drive – Menu Management System
- Leanpath
- Training and HR of related team members
- Dark Kitchen / Digital Food Delivery
- Menu Engineering

6. Accountabilities –

- Managing brand standards.
- Working in a commercial environment.
- Driving sales growth through best practice
- Site H&S and Food Safety – daily management
- Managing a small team, to include site-based HR and Training
- Online Food Ordering Website
- Self-checkout System management
- Must be experienced and flexible, and able to multitask

7. Person Specification

- Honesty. In public relations, your reputation is key.
- Knowledge and research
- Relationship-building skills. ...
- Multi-tasking in a high-pressure work environment.
- Attention to detail.
- Adapts to change.
- Strategic thinking.
- Must be experienced and flexible, and able to multitask
- 706/1 706/ 2 or equivalent

8. Competencies –

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management	▪
Rigorous management of results	Innovation and Change	
▪ Brand Notoriety	▪ Business Consulting	▪
▪ Commercial Awareness	▪ HR Service Delivery	▪
▪ Employee Engagement	▪	▪
Learning & Development		

9. Management Approval –

Version		Date	
Document Owner			