



## JOB DESCRIPTION

**Post:** The Yarrow, Head Chef

**Responsible To:** General Manager

### Summary of Post:

Under the guidance and direction of the Executive Head Chef assist in overseeing and directing all aspects of the catering production and any assigned projects as directed and agreed. To maintain the highest standard quality of product to guests whilst promoting professional development to self and team.

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### Specific Duties:

Our ambition is to become the world's best-managed hospitality company, delivering the best guest-centred experience in the industry. Our Radical Hosting service and clear training ethos underpins everything we do and gives us a unique position in the industry. We aim to lead not only in guest satisfaction, but also in employee engagement and believe in a 'never worry alone' culture and three simple words that define the way we work, passion, integrity & honour.

1. To implement agreed menus into The Yarrow kitchen and ensure all brigade are trained on production and finish of each dish.
2. To support the General Manager in achieving highest quality standards and exceed business targets.
3. To oversee the running of each service within agreed procedures, ensuring that the correct procedures are in place and standards are always being adhered to by brigade.

4. To comply with and understand all food and health and safety requirements both legal and compliance and flag any issues identified to Exec Head Chef.
5. To work to ensure all Kitchen team members are meeting required standard to minimise food waste.
6. To ensure stock control measures are in place and standards followed to ensure reduction in wastage.
7. To procure all food items as required ensuring inventories are correct at all times and sufficient items are produced ready for business levels.
8. Conduct regular reviews of food quality produced by Kitchen brigade
9. To lead and coach team members on new menus, finishing and plating of dishes to quality standards
10. To produce staff rotas ensuring levels match business levels flexing staff up and down as required
11. To work with Exec Head Chef on new ideas and industry best practice
12. To ensure all staff are working to clean and safe working procedures in relation to food hygiene compliance.
13. To ensure students receive the support required to deliver meaningful work placement when working within The Yarrow Kitchen, reporting any concerns or opportunities to Exec Head Chef
14. To regularly review business levels for hotel guests (occupancy, PAX numbers etc) to ensure sufficient supply of stock, staff and products are proceeded.
15. To ensure all kitchen equipment is maintained and serviced on a regular basis.
16. To be responsible for implementation of any actions set by Exec Head Chef or General Manager on Food / Health and Safety requirements.



17. To participate fully in the college 121 system ensuring you discuss kitchen team with Exec Head Chef to promote future opportunities and or concerns around performance culture.
18. To comply with College policies and guidelines in respect to health & safety to carry out risk assessments where required.
19. To promote the Colleges ethos and values that challenges discrimination and promotes equality and diversity.
20. To carry out any other duties commensurate with grade as may be reasonably requested by the Exec Head Chef or General Manager.
21. To coach and develop students and professionals.

### **General Duties and Responsibilities:**

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.

10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

**Please note:**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	<b>EMPLOYEE SPECIFICATION</b>	<b>Application</b>	<b>Interview</b>	<b>Shortlisting Weighting</b>
<b>Skills</b>				
1.	Highly guest- focused with a passion for great service and a drive for guest satisfaction	✓	✓	6
2.	Ability to act on own initiative, and get the best from team members	✓	✓	4
3.	Good organisational skills to provide an effective and efficient service	✓	✓	4
4.	Ability to act on own initiative, and get the best from team members	✓	✓	4
5.	Demonstrate commercial awareness within the context of their role including; Upselling, maximising covers, controlling costs and wastage	✓	✓	4
6.	A flexible approach to work	✓	✓	4
7.	Actively contribute to the College’s Safeguarding practice, procedures, culture and ethos	✓	✓	6

Experience				
1.	Experience of leading a team in a Head Chef /Exec Head Chef capacity for 3 years or more	✓	✓	6
2.	Industry awareness e.g. relevant compliance within the industry / legal standards etc	✓	✓	4
3.	To contribute and work to the College team ethos	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		2
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		2
3.	Qualified in relevant area to Level 3 Catering	✓	✓	6

### **Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.



Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.