



<b>Name:</b>	
<b>Job Title:</b>	Head Chef
<b>Line Manager:</b>	General Manager
<b>Line Manager for:</b>	N/A
<b>Date Started:</b>	
<b>Overall Purpose of Job:</b>	
To provide a professional catering service, ensuring that company standards are maintained and that Client expectations are met within the agreed objectives for the location.	
<b>Main Responsibilities/Description of Duties:</b>	
<b>Specific Responsibilities:</b>	
<ul style="list-style-type: none"><li>• To plan, prepare, cook and present food to the standards required by the company and the client.</li><li>• To ensure that the company's reputation for excellent food and service is enhanced with the client and customers.</li><li>• To set objectives and be responsible for the day to day running of the location, including supervising the recruitment and selection process to ensure that it effectively meets the need of the location and BaxterStorey.</li><li>• To assess employee performance and recognise training needs and potential as appropriate.</li><li>• To ensure that the location achieves, as a minimum, the financial targets agreed with the client in line with the budget.</li><li>• To monitor the work of the location team and carry out appraisals ensuring that information is filed appropriately, with development plans that are actively used.</li><li>• To hold team meetings on a regular basis to communicate targets, standards required, company and client information.</li><li>• To assist the Operations Manager in preparing the annual budget; to achieve and maintain the food cost in accordance with the budget.</li><li>• To develop and evolve all client services at location, ensuring regular adjustments and improvements are both recommended and implemented.</li></ul>	
<b>Client Service:</b>	
<ul style="list-style-type: none"><li>• To ensure that customers are given a prompt and efficient service and expectations are consistently exceeded.</li><li>• To regularly monitor customer feedback and produce a suitable action plan based on the results.</li><li>• To be customer focused at all times by being visible during service periods, approachable and quick to exceed expectations in fulfilling customer needs.</li><li>• To ensure all food is cooked, presented and served in line with company standards as outlined in the Restaurant and Grab &amp; Go guides, using innovation in the method and style of presentation and food service.</li><li>• To ensure that you deliver what you promise to the customer, client and team.</li></ul>	



- To ensure that all agreed service objectives are met in line with client expectations.
- To attend client meetings as requested.

**People Management:**

- To recruit appropriately skilled employees, ensuring their right to work within the UK in accordance with company recruitment procedures.
- To assess employee performance and recognise training needs and potential as appropriate.
- To ensure training is carried out in line with the company training policy to meet the needs and requirements of the individual and BaxterStorey.
- To ensure that all employees are knowledgeable and motivated about their roles and the business through effective induction, accurate job descriptions and on the job training.
- To carry out disciplinary procedures following company guidelines and standards.
- To develop the team by empowering them, supporting them, encouraging them and maintaining an 'open door' policy.
- To motivate and lead by example, ensuring you and your team have fun at work and are proud of your efforts.
- To monitor the development and progress of key staff at location in order to make recommendations and appointments for succession planning.
- To treat your team at location as you would expect to be treated.

**Financial Management:**

- To ensure that the location has an accurate and efficient financial control system in place and the Evolution software system is in full use.
- To ensure that Head Office and your General Manager receive all the appropriate financial information promptly and accurately.
- To present to the client, as and when directed by your General Manager, accurate financial information.
- To ensure that all bookwork is completed in a timely manner; accurately and efficiently and in line with BaxterStorey procedures.
- To ensure that the location adhere to company banking and cash security procedures in line with the company policy
- To ensure that all standards of food preparation and service are established and achieved in line with location budget.
- To consistently look at ways of maximising income through effective purchasing through nominated suppliers and creative merchandising.
- To produce, as instructed by your Operations Manager, a client annual budget.
- To maintain budgetary records and ensure that all budgets are adhered to, unless exceptional circumstances arise.
- To advise and order all necessary dry goods and equipment.
- To complete, on a weekly basis, a stock take and evaluate and calculate the cost of sales results.



## BaxterStorey (Cormack Park) Job Description

### Health & Safety, Food Safety, the Environment:

- To ensure that the location meets statutory and company requirements of Health and Safety, Food Safety and Environmental legislations and procedures.
- To conduct Food Safety and Health and Safety Risk Assessments and ensure that all standards and procedures with regards to Hygiene and Safety are established and maintained in line with the company manual.
- To record and report all accidents within the location, adhering to location and company procedures.
- To ensure all equipment is well maintained and is in good working order.
- To make recommendations for renewal and replacement of equipment when required.
- To establish and maintain location cleaning schedules.
- To respond to all company memos and requests as required.
- To ensure that all company procedures and work instructions are fully understood and practiced by all employees.
- To attend all health and safety training courses as required.
- To promote and encourage environmental improvement initiatives as appropriate within the business.

### Additional Responsibilities:

- To attend all location management meetings and patch meetings as required.
- To take responsibility for contributing toward your own development with the guidance of the Operations Manager and attending training courses as identified.
- To show commitment to company values in all aspects of your role.
- To act as a positive ambassador for the business.
- To attend to any reasonable request made by the client or BaxterStorey Management.

### Person Specification: Experience/Qualifications/Training/Personal Qualities

Signed by Employee:

Signed by Line Manager:

Date:

Date: