

<b>JOB TITLE:</b>	Head Chef
<b>REPORTING TO:</b>	Chief Executive Officer
<b>DIRECT REPORTS:</b>	All Kitchen staff
<b>LOCATION:</b>	Kitchen

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### **Description**

This is an opportunity to join a 5 Star Award winning Visitor Attraction. We are looking for a chef who enjoys using local produce and delivering high standard of food for our Bistro but always wishes to benefit from a very good work life balance. The job is 35 hours per week daytime hours. Our only evening work is for private events. Generous holiday allowance including shut down period over Christmas and New Year.

### **PURPOSE OF JOB**

To manage the kitchen in areas of profit management, stock, waste control, hygiene, organisation, food standards, training and personnel within the department effectively.

To provide support, guidance, and direction to achieve consistency and high standards of performance and presentation.

### **Duties and Responsibilities:**

- Maintain a safe, orderly, and clean kitchen, complying with required EHO legislation. Demonstrate this by using correct food-handling techniques, a food management system and up to date cleaning records. Ensuring Health and Safety compliance is adhered to
- Preparing food required for the Bistro and catered events
- Responsible for the daily operations of the kitchen
- Implement and deliver kitchen training plan
- Providing professional leadership and direction to the kitchen team
- Ensuring all recipes, food preparations, and presentations meet the Company's specifications and commitment to quality
- Assist with menu planning and costing
- Maintain budgeted food costs at all times. Ensure kitchen team adhere to all recipes and portion control

- Placing food, product and stock orders
- Preparing kitchen team rota, and manage kitchen wages budget
- Required to undertake Duty Management shifts
- Attend regular management meetings

### **Other Duties and Conditions of Service**

The post holder is expected to work to further the mission and aim of The Black Watch Museum, and to comply with the company's policies and procedures.

This is not an exhaustive list of responsibilities, and the post holder will be expected to undertake other duties within the remit of the job and appropriate to their level of seniority as requested by the relevant line manager.

**This job description will be reviewed periodically, and The Black Watch Castle & Museum reserves the right to vary the duties within the job description in line with the needs of the business.**

## PERSON SPECIFICATION:

### **Knowledge / Skills**

- Knowledge of appropriate Environmental Health, Hygiene and Health and Safety legislation
- Demonstrate effective leadership skills
- Knowledge of catering for specific dietary needs
- Working knowledge of financial information e.g. budgets, invoicing,
- Excellent communication skills
- Excellent planning, organisation and time management skills

### **Experience / Qualifications / Training**

- SVQ Level 3/ City & Guilds or equivalent
- Health and Safety and Food Hygiene qualification
- Experience of day-to-day management of a kitchen team
- Proven experience of administrative procedures
- Experience of working in a team environment
- Numeracy and literacy skills

### **Personal Qualities / Attributes**

- Ability to motivate staff
- Good communicator
- Ability to multi-task
- Ability to work well under pressure and to tight deadlines
- Self-motivated, flexible, enthusiastic and reliable
- Innovative and striving for personal and professional development of team

### **Work Related Circumstances**

- Must undertake relevant training as required
- Must demonstrate a willingness to learn about other departments within the company