



## JOB DESCRIPTION

### EXECUTIVE HEAD CHEF

**Reports to:** Catering Manager

**Frequent working contact with:** Catering Manager, Deputy Catering Manager, Sous Chef, Chef de Partie, Hospitality Supervisor, Catering Supervisor, Catering Assistants, Events & Lettings Co-Ordinator, All staff & Students

#### Overall purpose of role

To continuously drive the catering offer at Ratcliffe College to new and higher levels through innovation and change; in a style suitable for the age group of day, boarding students and staff being catered for.

Managing the duties of the College kitchen in the most efficient and cost-effective way, whilst meeting and trying to exceed customer expectations.

The Executive Head Chef is mindful that all new innovation must be to the benefit of the health and well-being of the pupils, staff and visitors and promote a healthy, well-balanced lifestyle.

The Executive Head Chef must demonstrate all due care to safer practice for children and for all relevant legislation and regulations in accordance with Food Safety and Health and Safety.

#### General:

1. To successfully produce and deliver, to the highest possible standard, the agreed food offer to all users.
2. Develop regular innovations to improve the catering service and food offers. This must include considerations for nutrition, special diets and be reflective of current industry trends.
3. Effectively manage food production processes by setting targets for each kitchen and ensuring documented evidence of changes are achieved.
4. Manage and further develop all aspects of the commercial catering business.
5. Manage and deliver the highest standards of formal dining to both internal and external clients.
6. To help the Catering Manager prepare an Annual Business Plan that incorporates a detailed Annual Budget against which the Catering Department will be reviewed monthly.

#### Main responsibilities:

##### Operational

1. To provide craft-based training and development for the teams to ensure standards are replicated and developed in a similar style to other kitchens.

2. Interact with students and staff at every service period, including events, ensuring that the service is running smoothly and that all are happy with the service they are receiving.
3. Monitor each service provision to ensure they are delivering the agreed specification within a safety and fun environment.
4. Promote and manage exceptional standards of customer service, ensuring that all services, whether pupil dining or hospitality, operate in a friendly, smooth and efficient manner at all times.
5. Ensure that all members of the catering team are aware of their duties throughout the day, especially during service periods.
6. Ensure that all areas are left spotlessly clean at all times and that appropriate cleaning schedules are in place, completed and archived.
7. To inspect and manage all legislative requirements including allergen, COSHH, health, safety, fire, food and hygiene legislation.
8. Liaise regularly with the Chef's and wider catering team to ensure excellence in service provision.
9. Ensure that stock and staffing meet the needs of the department.
10. Ensure correct monitoring and recording of all Catering Department activities.
11. Ensure correct order and delivery procedures are adhered to at all times.
12. Oversee School events, and support functions organised by the Events and lettings Co-Ordinator as required.

### **Communication**

1. Ensure timely response to communications via email or in person.
2. To hold or attend pre-service briefings at each service period including events.
3. Attending Student Food Committee and Student Council Meetings and respond to all feedback with a time bound resolution.

### **Financial Management**

1. Ensure the catering department operates at maximum efficiency within budgetary targets to deliver the required level of service at all times set by the Catering Manager.
2. Ensure financial best practice to be in place such as recipe costings and price benchmarking
3. Ensure correct billing of School and Event Department functions as directed by the Catering Manager.
4. Ensure monthly stock-taking is carried out in all areas including beverage stocks.
5. Ensure correct payment methods and cash handling procedures are followed at all times.

### **People Management & Professional Development**

1. To assist with interviews for the catering team, carrying out induction training, setting early objectives and acting as a guardian/ mentor, as appropriate for all new team members.
2. To conduct annual appraisals for the catering team, identifying areas for improvement, setting new targets and formulating training plans to improve skills.
3. Follow the department succession plan so developing the catering team and encourage promotion from within.
4. Assist in producing individual and group training plans and conduct internal training accordingly.

5. Ensure stocks are maintained and regularly audited and report any irregularities to the Catering Manager.
6. Ensure the school disciplinary policy is implemented as appropriate
7. Attend appropriate training courses as necessary and as agreed with the Catering Manager
8. Report any problems with fixtures, fittings and equipment as appropriate.

**Additional Information: (standard on all job descriptions)**

- Support the College's mission statement, vision and values and strategic plan
- Participate actively in the wider aspects of College life
- In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Director of Finance & Operations.
- To work according to the College's policies and procedures.

**Person Specification**

<b>Essential Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• At least three years working as a head chef within a catering environment.</li> <li>• Experience as Senior Sous Chef (min) in a high-volume establishment as a minimum</li> <li>• Good experience in a variety of roles in a professional kitchen</li> <li>• Proven track record of hospitality and function delivery</li> <li>• Have worked in a high volume, fast paced kitchen such as within education, restaurants or hotels</li> <li>• City and Guilds 706 Level 1 &amp; 2, Level 2 Diploma in Professional Cookery or equivalent</li> <li>• Relevant food safety and catering health and safety qualification</li> <li>• Have a genuine passion for high quality, fresh food and delivering excellent customer service</li> <li>• Food safety management systems.</li> <li>• Full driving licence</li> </ul>
<b>Desirable Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Educated to NVQ Level 3 in any Catering Discipline</li> <li>• Level 3 Award in Food Safety</li> <li>• NVQ Trainer's Award / Craft based training experience</li> <li>• First Aid Qualification</li> <li>• Manual Handling Training Qualification</li> <li>• A basic COSHH award</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Attains and maintains appropriate skills and professional knowledge/ accreditations required for the role</li> <li>• Ability to manage expectations clearly by monitoring own progress against objectives and planning to ensure delivery</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to identify common problems or weaknesses in policy, procedures or protocol that affects service, and escalates these or puts in place solutions</li> <li>• Good time management</li> <li>• Ability to think through wider consequences of own actions when assessing multiple demands and completing priorities</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Warm, welcoming and professional, behaving with discretion, integrity, honesty and always acting with due consideration of others within the Ratcliffe College community</li> <li>• Responds effectively to emergencies or last-minute demands on time. Flexible, in approach when dealing with changing situations or priorities</li> <li>• Team worker, appreciates contribution of colleagues</li> <li>• Takes personal accountability and ownership of work, decisions and actions and demonstrates commitment to accomplish work efficiently and to the required standard</li> <li>• Willing to take on extra responsibility/ use initiative to overcome obstacles and ensure timely delivery of service</li> </ul>
<b>Philosophy and Ethos</b>	<ul style="list-style-type: none"> <li>• A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School's safeguarding policy</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>• Contribute positively to the overall ethos, objectives and aims of the school</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Support Health and Safety training initiatives and to actively participate in</li> <li>• Maintain up to date manual handling and COSHH awareness training as well as food hygiene and safety</li> <li>• Assess all dangerous machinery and ensure full training is received / given before use</li> </ul>

**Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service and an open-source check.**