**Timothy Taylor’s Managed Houses**

**Job Description**

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| **Post:** Head Chef | **Reports to:** Operations Manager |
| **Location:**Taylor’s on the GreenChurch GreenKeighleyBD21 5HT | **Date:** 18 May 2022 |

**Site:**

We are about to create a very special and unique pub in our hometown of Keighley. ‘Taylor’s on the Green’ will occupy the site which is currently the Lord Rodney. Our aim is for it to become well known for serving great pints of our award-winning Cask Ales, plus give customers, both old and new, the opportunity to experience ‘That Taste of Taylor’s’.

**Job Purpose:**

To be responsible for managing all aspects of the kitchen, including co-ordinating the activities and training for all kitchen personnel to ensure a safe, efficient, and profitable service. To maximise the profitability of the Kitchen operation through effective cost controls. To maintain consistent standards of service, ensuring customer satisfaction while creating a work environment that supports the organisational values.

**Responsibilities:**

1. Manage, supervise, and participate in the preparation of high-quality food.
2. Ensure that all food is produced in a timely and efficient manner and meets the highest standards of taste, quality, and presentation.
3. Manage the kitchen operation, always complying with hygiene and health and safety legislation.
4. Manage the kitchen team, ensuring there are always adequate and efficient kitchen team members available.
5. Be responsible and accountable for food safety audits. Ensure that action points that arise as an outcome of food audits are actioned immediately and signed off with the GM.
6. Be responsible for food ordering, stock rotation and stocking levels.
7. Be responsible for achieving profit targets through effective costings, minimising wastage, and correct product measurement.
8. Manage, motivate, train, develop and assist kitchen team members to deliver house standards.
9. Manage the preparation and cooking of menu items. Ensure that sufficient quantities of food are prepared for service, using correct cooking methods and ensuring wastage is minimised.
10. Manage the garnishing of food, ensure all food is checked for taste, appearance and garnish prior to service and is of the agreed portion size.
11. Manage the preparation of food in accordance with portion specification to achieve budgeted GP.
12. Manage all stock-management processes, including weekly stock counts, wastage reports, loss investigation, procedures for monitoring and controlling cash and that your weekly KPI’s are emailed to Operations Manager and company auditor when completed.
13. Take responsibility for food margin within your site with your kitchen team and make sure stocks, batches are inputted correctly every week.
14. Complete all control records, e.g., menu planning, ordering sheets, costings, and stock rotation on a daily basis to a standard set by the Company
15. Manage and participate in the cleaning down of work areas and equipment, all cleaning carried out in accordance with the site cleaning schedules.
16. Maintain work areas to a safe and hygienic standard, adhering to the statements laid down by the HASAW Act 1974. Report faults as per company guidelines.
17. Train and monitor kitchen team in hygiene and safety tasks. All kitchen staff to work in compliance with food hygiene legislation.
18. Be a participating member of the site Management team; communicate effectively with all team members and participate in all site activities.
19. Regularly review objectives and targets and provide performance feedback through appraisal process and job chats.
20. Ensure support from the kitchen team for all the site’s goals and objectives.
21. Take all available opportunities to develop yourself within the role.
22. Carry out any duties as instructed by the General Manager and Operations Support team.

The successful candidate will be rewarded with a competitive salary, dependent on experience, and work for a highly regarded, local family brewery. Shift pattern will be dictated by the needs of the business.