



JOB DESCRIPTION

Job Title:	Head Chef
Salary:	£35,500k plus excellent benefits
Department:	Catering & Events Department
Reporting to:	Executive Chef
Responsible for:	All kitchen staff in the absence of the Executive Chef.
Location:	Middle Temple Hall London EC4Y 9AT
Tenure:	Permanent after successful 6 month probation period
Hours:	48 hour week Monday to Sunday rota system or as per reasonably required.
How to apply:	To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to HR at: <u>recruitment@middletemple.org.uk</u>

The closing date for receipt of applications is , 31st March 2017

Job Purpose:	To support the Executive Chef in effectively managing the department and contributing to the success of the Middle Temple catering operation by ensuring our guests receive food of the highest quality, choice and presentation whilst maintaining financial targets and adhering to all OHS and food safety laws.
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About the Middle Temple

The Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women to the Bar i.e. to admit those who have fulfilled the necessary qualifications to the degree of Barrister-at-Law, which entitles them, after a period of pupillage (vocational training), to practice as Barristers.

The Inn hosts a number of events for the benefit of members of the Inn and can also be booked for private events ranging from formal dinners, weddings, meetings, receptions, corporate events and garden parties to outdoor functions, TV documentaries and Hollywood movies.

About the Events Department

The Events Department provides a Monday to Friday lunch service for members of the Inn and pre-booked groups in Hall. The department is also responsible for the delivery of the catering

requirements for qualifying sessions and for ensuring that the needs of the fully serviced meeting rooms including refreshments and catering are dealt with at all times. Additionally, the Inn is looking at other sources of revenue and to grow the business with respect to serviced meeting rooms.

You will be part of a growing team to deliver lunches, dinners and receptions for functions ranging from 20-500+ people.

Responsibilities:

Overview

1. Manage the kitchen in a professional, cost effective and driven manner and maintain consistency at all times.
2. Deputise all responsibilities accordingly in the absence of the Executive Chef reporting in to the Head of Catering & Events
3. Be responsible for inputting data into the Inn's "Saffron" costing system.
4. Liaise with the Executive Chef and be fully involved and innovative in the production of new menus for banqueting and lunch as well as any other new products the Inn wishes to launch.
5. Troubleshoot problems where necessary and appropriate and keep the Executive Chef and any other appropriate manager apprised of any difficulties.
6. Ensure dishes are cooked, prepared and served or plated to the highest standards possible on a consistent basis.
7. Work closely and build solid relationships with suppliers to make sure that all products received are of the highest quality and as requested.
8. Adhering to the highest levels of food hygiene and preparation.
9. Provide training and development for department staff in kitchen procedures. Ensure all temporary staff who work within the kitchen have everything they need and understand what is expected of them.
10. Check incoming goods and deliveries ensuring correct quantities and quality and stored in the right conditions.
11. Monitoring portion control and waste control to maintain profit margins.
12. Assist the Executive Chef with the preparation and administration of stock ordering and financial costings and targets.
13. Conduct performance reviews as per the Inn's HR policy and manage performance of all kitchen staff to achieve the highest level of productivity.

Collaborative working

14. Working with the Executive Chef and other senior managers to develop new dishes and menus.
15. Liaise with the operations team where necessary in the planning and delivery of events.
16. To be involved in the setting of service and quality standards and to monitor and strive for the achievement of those standards.
17. Take prompt action to resolve any complaints or problems, in accordance with Inn policy/processes.
18. To lead the team by example.

Food and kitchen safety

19. Have experience and knowledge in implementation of Environmental and Health and Safety legislation and HACCP systems as well as a sound knowledge of new legislation such as the Allergy legislation.

20. Undertake necessary food checks and probing in accordance with the relevant food hygiene and safety standards.
21. Ensure that all kitchen staff are appropriately trained and understand their responsibilities and legal requirements
22. Ensure that the standards of hygiene and cleanliness throughout the kitchen meet Inn policy and our legal requirements.
23. Ensure all policies, procedures and guidelines are carefully adhered to.
24. Raise any concerns about food safety or hygiene to the Executive Chef as appropriate.

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications	<p>Professional Chef's qualification or equivalent experience.</p> <p>Current level 3 Food Hygiene certificate and H&S certificate including COSHH</p>	
Background /Experience	<p>Experience of working within a high volume, high quality establishment such as a 4/5 star hotel, corporate contract catering or a members club.</p> <p>Ability to demonstrate a clear understanding of the hospitality sector.</p> <p>Well-rounded experience including experience of cooking in all the main sections/areas of a kitchen.</p> <p>Extensive banqueting experience in a high end establishment.</p>	<p>Previous experience in a 5 star multi outlet hotel or similar high end contract catering blue chip B&I site.</p>
Skills	<p>Ability to cook high quality dishes consistently, demonstrating good practice in working with food hygienically.</p> <p>Excellent cooking skills.</p> <p>Experience of managing and leading in a busy kitchen environment under significant pressure.</p> <p>Experience of inputting into budgets, maintaining costs and profit margins.</p> <p>Excellent communication skills with the ability to communicate effectively with people of all levels.</p> <p>Excellent organisational skills and time management skills.</p> <p>Good working knowledge of basic software packages and computer literacy</p>	
Personal Qualities	<p>Able to lead a team by example. Highly professional at all times.</p>	

	<p>Able to show sound judgment and decision making when undertaking tasks.</p> <p>Able to quickly adapt and learn new techniques/situations.</p> <p>Able to operate effectively on their own or as part of a team.</p> <p>High professional and ethical standards.</p> <p>Must be well presented and confident in speaking to customers and be customer service focussed.</p> <p>Passionate about food with a good knowledge of current trends.</p> <p>Calm under pressure, patient and measured.</p> <p>Aware of their responsibilities for Health & Safety of themselves and others.</p> <p>Exceptional team player with the ability to collaborate effectively with people at all levels</p> <p>Ability to gain the trust and confidence of colleagues and sustain positive relationships.</p>	
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Important:

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.

I have read and agreed this job description

NAME (PRINT)

SIGNATURE

DATE

LINE MANAGER (PRINT)

SIGNATURE

DATE