



Position:	Head Chef – Sunderland & Newcastle
Reporting to:	Catering and Operations Manager & Duty Manager
Contract type:	Full time , Permanent
Hours of work:	40 hours, 5days out of 7

About the role

This is a multi-site role, managing the back of house food-led catering operation of Sunderland & Newcastle Greyhound Stadium. You will be responsible directly for your sites, you will organise and supervise all kitchen and snack bar and catering operations across your sites, maintaining high food quality and complying with hygiene regulations. Controlling costs in general and maintaining good staff relations as well as maintaining all legal and company health, safety & HACCP standards.

You will be responsible for managing Chefs, Trainees, and Kitchen Porters, both full time, casual & agency. The remit will encompass all food preparation across your sites for both for race days and non-race days.

This role will require travel across different sites. Alongside a variable working week pattern to meet the needs of the business. Managing race days both on site, or remotely, EVH functions & events.

Key responsibilities for the role will include

- Liaise closely with the Catering and Operations Manager and Head of Group Purchasing, Food Safety, Nutrition and Environmental Manager regarding revenue budgets and cost targets and all food safety matters. Ensure targets are met and provide explanations for deviances.
- To ensure targets are met and provide explanations for any deviances.
- To purchase within agreed parameters, ensuring the budgeted food GP is achieved & nominated spend targets met.
- To oversee and maintain the Indicator catering platform, ensuring it is utilised fully, monitoring unit spends, finance reporting, stock takes, menu planning & allergens.
- To implement and adhere to the Company Food Safety Management System across all areas within remit.
- To ensure all menu planning and specs set by head office are correctly replicated across all areas within remit.
- Coordinate stock takes as required.
- Develop and implement strategies for procuring, storing, and distributing goods or services and maintaining stock levels
- To collect and view the weeks function sheets for racing and non-racing to planning the kitchen's time and resources.
- Ordering of the food, chemical and disposable stock for multi outlets over both sites.
- Managing the multi-site preparation of food and the service.
- Preparing and Cooking of foods during both non-race day and race day events.

- Supervising the cleaning down of the kitchens and food outlets by chefs, catering staff and kitchen porters.
- Instructing both permanent and casual catering staff in the correct Health & Safety and food safety procedures as outlined in Company Food Safety Policy.
- Ensure all EHO food safety and production requirements are met and maintained to current standards. To collate all HACCP documentation from all units within remit and to ensure correctly followed, documented & stored. To ensure temperature controls are monitored, recorded & checked.
- Ensure quality control at all times throughout production process from raw material to ready plated end product.
- Control portion size and waste factors at all times, directly influencing GP.
- To ensure a safe working environment at all times.
- Observe, maintain and drive all Health & Safety and Hygiene policies.
- To assist in clients special requirements when required and practicable.
- To assist in menu planning alongside the Catering and Operations Manager when required.
- Maintain good communication between Kitchen and other departments.
- In liaison with the Catering and Operations Manager to arrange training for staff as appropriate.
- Coordinating and assisting with technical training and overall competency to management and employees with regards to the operational aspects of the food safety program, pest control, environmental, operational methods and personnel practices, and maintenance for food safety and hygiene /cleaning practices.
- To liaise with Local Authority Inspectors and enforcement officials as required.
- Manage the Kitchen staff rota across all units in remit & deliver promptly to the staffing managers. Ensuring set cost targets are met.
- Allocate daily workload appropriately to staff, maintaining effectiveness and operational control. Including record absence/sickness of all direct reports.
- Complete regular job and performance reviews with your team in line with company guidelines.
- Future nutrition law changes & allergen changes, getting the company ready for change. Ensuring allergen information is displayed correctly.

Key Performance Indicators

- Controlling Variable Labour to Budget & providing explanation for deviations
- Driving recruitment / retention of direct casual staff. Reducing overall agency usage
- Managing Site Spend limits
- Driving Food Spend per head across Racing and Non-racing.
- Controlling set Food Margins
- Collation of all HACCP documentation from all units within remit and to ensure correctly followed, documented & stored appropriately.
- All EHO food safety and production requirements are met and maintained to current standards.
- Temperature controls are monitored, recorded & checked.
- Leading Communication / planning with Sales, On-site Teams and Marketing
- Maintain service levels to the highest standard.
- Customer Experience



HOURS OF WORK:

In line with contracted hours as determined by the needs of the business, however the business may require additional working hours covering evenings and weekends within any given week that will be managed by a process of time off in lieu as agreed with your line manager.

Qualifications

- Level 4 Food Management in food Safety preferred, Level 3 minimum.
- Level 3 HACCP preferred
- Allergens qualification
- First Aid (Desirable)

Essential Skills & Experience

- Experience as a Head Chef or experienced Sous Chef in high quality, fast paced operation
- Strong understanding in HACCP, Nutrition & Allergens
- Good understanding of purchasing systems, technical packages & I.T.
- Strong leadership skills.
- Excellent communicator
- Passionate about the kitchen environment and about our product
- Works well under pressure. Organised systematic and process driven

Other

To comply with all Health and Safety procedures associated with the department at all times. This relates to:

- Standards and procedures of correct working practices
- The compliance of risk assessments
- COSHH regulations
- Use of Personal Protective Equipment

To control wastage and operate according to the Companies environment policy with regard to:

- product control and waste minimisation
- proper care and maintenance of equipment to prolong its life
- using towels in appropriate quantity to minimise unnecessary laundering



- proper separation and disposal of cardboard, paper and glass and food in recycling bins
- minimising energy wastage by switching off unused lights, heating, PCs and equipment

To be an ambassador for ARC and for our site, taking personal responsibility for finding out about our product and services, and at all times striving to represent the Company in the most professional, courteous and efficient manner possible.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Signed by Employee.....Date.....

Signed by Line Manager.....Date.....