



Brighton Racecourse

Position:	Head Chef
Reporting to:	Catering Operations Manager
Contract type:	Permanent
Hours of work:	40 hours, based of 5 days out of 7, additional hours to meet business needs

About the role

Reporting to the Catering General Manager, the Head Chef will organise and supervise all kitchen operations, maintaining high food quality and complying with hygiene regulations. Controlling costs in general and good staff relations as well as maintaining all legal and company health and safety standards. You will be responsible for managing Chefs, Trainees, and Kitchen Porters. The remit will encompass all food preparation across all areas of Brighton Racecourse both for racedays and non racedays.

Key responsibilities for the role will include

- Liaise closely with the Catering GM regarding revenue budgets and cost targets. Ensure targets are met and provide explanations for deviancies.
- To purchase within agreed parameters, ensuring the budgeted food GP is achieved.
- To implement and adhere to the Company Food Safety Management System across all areas within remit.
- To ensure all menus are costed to achieve the targeted GP%.
- Coordinate stock takes as required.
- Actively assist in future purchases and major redevelopment schemes for the kitchen areas.
- Ensure all EHO food safety and production requirements are met and maintained to current standards.
- 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 create menus in line with customer and market trends, ensuring a high quality, value for money offering is available at all times.
- To ensure a safe working environment at all times.
- Continually update production and presentation methods to realise optional costs and maximum guest satisfaction.
- Observe, maintain and drive all Health & Safety and Hygiene policies.
- To meet clients when required to assist in menu planning.
- Maintain good communication between Kitchen and other departments.
- In liaison with the Catering General Manager to arrange training for staff as appropriate.
- Manage the Kitchen staff rota
- 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.



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
- Leading Communication / planning with Sales, On-site Teams and Marketing
- Maintain service levels to the highest standard.
- Enhance Owners and Trainers Experience

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 completion 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 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.....