Central Park Greyhounds

Position:	Chef
Reporting to:	Duty Manager
Contract type:	Permanent
Hours of work:	40 hours, 5 days out of 7

About the role:

This role is to manage the back of house food-led catering operation of Central Park Greyhound Stadium, Sittingbourne. You will organise and supervise all kitchen and snack bar operations across your site, 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 casual catering staff, under the guidance of the Duty Manager. The remit will encompass all food preparation across your sites for both race days and non-race days.

This role may 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 Duty Manager, General Manager and the Head of Group Purchasing, Food Safety, Nutrition and Environmental regarding revenue budgets and cost targets and all food safety matters.
- Ensure targets are met and provide explanations for any deviancies.
- To purchase within agreed parameters, ensuring the budgeted food GP is achieved & nominated spend targets met.
- To oversee and maintain the Indicater catering platform, ensuring it is utilised fully, monitoring unit spends, finance reporting, stock takes, menu planning & allergens.
- Management and accountability for compliance around allergens. Ensure all allergen information is correct via indicator and the QR code builder.
- 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.

- Managing the site preparation of food and the service.
- Preparing and Cooking of foods during both non-race day and race day events.
- Ensuring the cleaning down of the kitchens.
- Instructing casual catering staff in the correct Health & Safety and food safety procedures.
- Ensure all EHO food safety and production requirements are met and maintained to high required standards. To collate all HACCP documentation from all units within remit and to ensure correctly followed, documented & stored.
- 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.
- Maintain good communication between Kitchen and other departments.
- 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.
- Liaise with the Duty Manager to manage the Kitchen staff rota across all outlets. Ensuring set cost targets are met.
- Understand nutrition law changes & allergen changes, getting the company ready for change.
- Ensuring allergen and calorie information is displayed correctly.

Key Performance Indicators:

- Controlling Variable Labour to Budget & providing explanation for deviations
- Managing Site catering Spend limits
- Driving Food Spend per head across Racing and Non-racing.
- Controlling set food margins
- Maintain service levels to the highest standard.
- Customer experience, to be accountable for food quality

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 3 Food Management in Food Safety (Minimum)
- Level 3 HACCP (Desirable)
- Allergens qualification (Desirable)
- First Aid (Desirable)

Essential Skills & Experience:

- Experience as a Chef or Experienced Sous Chef
- Strong understanding in HACCP, nutrition & allergens
- Good understanding of purchasing systems, technical packages & IT
- 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 completion of risk assessments
- COSHH regulations
- Use of Personal Protective 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…….