



### **Chepstow & Ffos Las Racecourse**

<b>Position:</b>	Head Chef
<b>Reporting to:</b>	Catering Operations Manager
<b>Responsible for:</b>	Sous Chef
<b>Contract type:</b>	Permanent
<b>Hours of work:</b>	40 hours – 5 out of 7 days

#### **About the role:**

Reporting to the Catering Operations Manager, you will be responsible for the day-to-day management of kitchen operations, ensuring high standards of delivery, quality, service and presentation. You will manage and develop Chefs, Trainees and Kitchen Porters. You will ensure the kitchens meet full compliance with all company and legal requirements including Food Safety, hygiene, Health & Safety, and staff relations. You will have responsibility for all food creation and preparation for raceday and non-raceday events, while ensuring cost control is maintained and budgets are met.

#### **Key responsibilities for the role will include:**

- Working closely with the Catering Operations Manager, senior and commercial teams to meet revenue budgets and cost targets, ensuring they are met and providing explanations for variances.
- Purchase within agreed parameters, ensuring the budgeted food COS% is achieved.
- Ensure full compliance with Food Safety Management Systems, EHO requirements and COSHH across all areas within remit and observe, maintain and drive all Health & Safety and hygiene policies.
- Management and accountability for compliance around allergens. Ensure all allergen information is correct via Indicator and the QR code builder.
- Managing food COS%, menu costing, stock control and wastage to deliver strong financial performance.
- Driving quality and consistency from raw ingredient through to plated presentation
- Creating innovative, commercially focused menus aligned to customer expectations and market trends. Continually update production and presentation methods to optimise costs and maximise guest satisfaction.
- Lead, motivate and develop the team of chefs, trainees and kitchen porters across both racecourses. Liaising with Catering Operations Manager, arrange and deliver training for staff as appropriate.



- Manage the kitchen staff rota and labour costs, in conjunction with the Staffing Manager and staffing system. Ensure absence recording and performance reviews are delivered in line with company guidelines.
- Build strong relationships and ensure effective communication with on-site teams, sales, marketing and to support event delivery.
- Supporting future kitchen developments, refurbishments and new investment projects.
- Ensure a safe working environment at all times.

**Key Performance Indicators:**

1. Control variable labour to budget and provide explanations for variances.
2. Drive recruitment and retention of direct casual staff, reducing overall agency usage.
3. Manage site spend limits.
4. Drive food spend per head across racing and non-racing.
5. Control set food margins.
6. Lead communication and planning with Sales, on-site teams and Marketing.
7. Maintain service levels to the highest standard.
8. Enhance the stakeholders experience including our Owners & Trainers, Jockeys and Stables operational teams.

**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.