

**MAPLE LEAF GOLF
HORTON PARK GOLF CLUB**

JOB DESCRIPTION

Job Title	Head Chef
General Role & Responsibilities	Daily management of all kitchen activities, including menus, cleaning, maintenance, stock & budget control, compliance with legal requirements
Responsible To	Clubhouse Manager
Operational Base	Horton Park Golf Club or other location as advised
Working Hours	5 days a week, generally to include weekends, or as required to do job
Contract	Employed

Outline Responsibilities

- Home cooking daily menus for bar & restaurant
- Menu planning, costing & reviews
- Staffing & cleaning schedules
- Equipment maintenance
- Stock & budget Control
- Health, Safety & legal requirements

Detailed Responsibilities

Home cooking daily menus for bar & restaurant

- Cooking on a daily basis, bacon sandwiches to 3 course dinners
- Making deserts & daily specials (Note Home-made, not bought)
- Ensure smooth daily running of kitchen
- Staff are fully briefed in your absence
- Provisions are adequate for forthcoming events

Menu planning, costing & reviews

- Daily review of specials board
- Regular review of bar, society & function menus
- Ensuring all are correctly priced, feasible to produce & cost effective

Staffing & cleaning schedules

- Prepare weekly kitchen rotas
- Prepare & execute new staff training programme
- Achieve staff wage percentages
- To maintain highest levels of cleanliness throughout food preparation & storage areas
- To produce & maintain written records of cleaning rotas

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- To maintain stock levels of appropriate cleaning products, obtain COSHH sheets for any new products & liaise with manager

Equipment Maintenance

- To ensure that all equipment under your jurisdiction is in good order
- All electrical/gas equipment is checked regularly
- Any faults or hazardous situations are reported immediately

Stock & Budget Control

- To maintain a good working level of stocks - fresh, frozen & dry
- Ensure that stock rotation procedures are carried out with each delivery
- All stocks are stored in the correct & safe manner
- Minimise wastage
- Maintain GP levels as specified & report weekly to manager

Health, Safety & Legal requirements

- To ensure that you & all the kitchen staff hold a valid Basic Food Hygiene Certificate & that copies are available for inspection if required
- That documentation of all records are kept for EHO inspections
Temperature records for fridges, freezers, cooked foods
Cleaning records for daily, weekly, monthly & quarterly
- That all deliveries of chilled or frozen foods are recorded on the delivery notes & that they are correct
- That all foods are stored in the appropriate containers with the correct date stickers
- Ensure kitchen meets health & safety and first aid legislation and practices reporting all concerns immediately to a Manager
- Ensure all staff operate within health & safety best practice guidelines as specified in employment handbook

Remuneration Package

- £10 per hour depending on experience & capabilities
- Hours dependent on job requirements, expected to be at least 40 hours per week
- Live out position

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PERSON SPECIFICATION – Head Chef

Essential Skills	Preferred Skills	Highly Desirable Skills
Cooking own food Leadership	Negotiation skills	Marketing
Stock control	Computer literate	
Planning & logistics		
Delegation & motivation		
Time management		
Strong verbal communication		

Essential Experience	Preferred Experience	Highly Desirable Exp
Head of small kitchen team 2 or 3	Sports Club catering	Golf Club catering
Managed F&B	3-5 years in similar role	5+ years in similar role
Grown previous business	Catered for 100+ functions	
Developed & implemented menus		
Catered for functions for 40+		
2/3 years in similar role		

Essential Qualifications	Preferred Qualifications	Highly Desirable Qualifications
705/1+2 , 706/1+2 NVQ level 3	First aider	
Food hygiene & H&S		
Clean driving licence		

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Essential Personal Qualities	Preferred Personal Qualities	Highly Desirable Personal Qualities
Articulate Smart appearance	Likes golf/golf knowledge	Business contacts
Team player Problem solver		
Sociable & extrovert Flexible		
Good sense of humour Willingness to muck in		
'Can do' attitude Calm under pressure		

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Essential Personal Qualities	Preferred Personal Qualities	Highly Desirable Personal Qualities
Articulate Smart appearance	Likes golf/golf knowledge	Business contacts
Creativity & imagination Problem solver		
Sociable & extrovert Flexible		
Good sense of humour Willingness to muck in		
'Can do' attitude Calm under pressure		