

## Work a Season

Mountain House | Station Road | Godalming | Surrey | GU7 1EX

Overseas Recruitment ▶ 01483 791010

Email ▶ [recruitment@workaseason.com](mailto:recruitment@workaseason.com)



[www.workaseason.com](http://www.workaseason.com)

### JOB DESCRIPTION

**Position:** Head Chef  
**Location:** Within the overseas programme as stated in your covering letter  
**Reports to:** Hotel Manager

As Head Chef you will be responsible for all aspects of operating the hotel kitchen, ensuring that the standards and quality of catering, safety and cleanliness are maintained. If you wish to progress make this known to area management so that they can assist you in doing so.

Your responsibilities and duties:

- Mentor and monitor other staff, helping them to develop professionally.
- Encourage a positive and productive working environment by working directly with junior staff.
- Ensure at the end of each shift the kitchen is clean, tidy and complies with our legal obligations.
- Oversee the performance of all kitchen staff and provide continuous training to ensure that the required standards are being met.
- Create and implement a rota. Ensuring that it is adhered to by all kitchen staff.
- Supervise junior members of the team. Help and guide them to fulfil the requirements of their job roles, and follow company guidelines and procedures.
- Take full responsibility for the cleaning, preparation and closedown of the hotel kitchen.
- Adhere to company guidelines and procedure regarding cleaning standards and presentation.
- Maintain a high standard of cleanliness and ensure that the kitchen and store areas are always clean and tidy.
- Take full responsibility for closing the kitchen after each service, ensuring that all equipment, crockery and cutlery are cleaned appropriately.
- Report any maintenance issue to the Hotel Manager.
- Maintain your uniform to company standard throughout the season. Monitor uniform standards of junior staff.
- Adhere to and assist with the implementation of health and safety procedures.
- Take full responsibility for and manage the preparation of meals in accordance with the company's set menu, following the guidelines and policies regarding food service and preparation, working within Health and Food Hygiene regulations at all times.
- Be aware of other team member's workloads and help to manage this as well as managing your own section of the kitchen.
- Manage catering standards and take corrective action when necessary.
- Help to provide the necessary menu plan for guests with allergies and dietary requirements.
- Manage the necessary administration tasks, including, stock takes, budget control, HACCP, staff management and health & safety.
- Show due diligence at all times towards your guest's health and safety as well as your own and other staff members.
- Assist with catering deliveries when required cross-checking deliveries with the orders and quality, reject any sub-standard items.
- Take responsibility for the catering standards and quality control procedure.
- Deal with any guest, staff and catering issues as quickly and as effectively as possible.
- Assist with any other duties as requested by your Hotel Manager or other senior staff.
- Help to hold, and attend weekly staff meetings.
- Show diligence with regards to ordering and the consumption of stock.
- Be fully conversant in, and implement the disciplinary procedure in conjunction with the Hotel Manager when necessary.
- If you are aware of a colleague that may have any professional or personal issues that the company can assist with let your line manager know
- Always communicate professionally with kitchen staff and other members of the hotel team.
- Conduct yourself in a professional manner at all times.