

Hotelplan UK is a well-established and profitable family of travel and tour operating businesses with a strong tradition of excellence, quality and service. Each of our companies is incredibly passionate about its holidays, and our staff both in the UK and overseas are focussed to ensuring that we meet, indeed exceed, the expectations of our customers.

Our vision is 'creating amazing holiday experiences to be proud of'.

**Your job will be:** Head Chef

**Your Manager will be:** Hotel Manager

#### **What you will be doing**

- Responsibility for all aspects of the kitchen operation, ensuring that the standards and quality of catering are maintained
- Taking full responsibility and accountability of the preparation of meals in accordance with the company's menu following the guidelines and policies regarding food service
- Creating additional menu plans for guests with allergies, intolerances & dietary requirements
- Ensuring the kitchen complies with local legislation at all times
- Working as a team during each shift to ensure excellent work practices and efficiencies
- Implementation of Health & Safety incl. COSHH legislation and Food Hygiene best practices
- Encouraging a good team and working environment by mentoring and monitoring junior staff
- Conducting job performance appraisal meetings with each member of your team during the season to ensure their objectives are set and support staff to aid their personal development and professional development and progression
- Overseeing the performance of the entire kitchen team and provide continuous training to ensure required standards are met
- Responsible for any HR staff disciplinary hearings as/when required
- Creating and implementing staff rotas
- Supervising team members workloads at various kitchen sections whilst managing your own
- Leading by example in regards to professionalism, safety and cleanliness standards
- Closing the kitchen after each food service ensuring all crockery, cutlery & equipment are cleaned and stored appropriately
- Ensuring all kitchen entrances, fire exits are clear of rubbish and pathways are regularly cleared of snow/ice
- Managing administration tasks including; stock takes, budget control, HACCP, staff management and health & safety
- Assisting with catering deliveries when required cross-checking deliveries with the orders and quality, reject any sub-standard items
- Showing due diligence with regards to ordering, stock consumption and waste control
- Maintaining your uniform to company standards throughout the season whilst monitoring uniform standards of junior staff
- Leading the weekly staff meeting to ensure you are fully briefed on the following week's arrivals and any other important information
- Dealing with any guest, staff and catering issues as quickly and as effectively as possible
- Taking full responsibility for cleaning, preparation and closedown of kitchen at end of season
- Helping to ensure that guest expectations are exceeded

#### **What type of person are we looking for**

- Proven ability within the catering industry running large kitchens
- NVQ L3 in Hospitality/Catering/Food Service or above (desirable)
- Previous accounts and budgeting experience
- Customer service experience
- Enthusiastic, lively, sociable, friendly and a team player
- Previous seasonal experience (desirable)
- Flexible and adaptable approach to roles, responsibilities and working hours

**What's important to us: Our Company Values**

- Be Passionate in everything we do
- Work together as a United team
- Be innovative embracing and driving change
- Trusted, open and honest
- Stand out and be distinctive

*Your job description is written to describe the general content of expected duties of the role. It is not exclusive or exhaustive and you may be required to undertake other duties that are reasonable and relevant to the scope of the role as the business requires. We aim to review job descriptions regularly to ensure they are an accurate representation of your role. A job specific task list will be discussed with you at training/once in resort.*