**Job Title** Chef-Manager

**Department** White’s

**Reports to** Museum Manager

**Purpose of job**

To manage the smooth and efficient operation of the café-bar, prepare food to the highest standard, achieve profitability targets and ensure that customers receive a first class experience, thereby retaining their ongoing custom to build an established and regular customer base.

**Responsible for:**

1. Responsible for profitable running of the café-bar against set targets.
2. Developing a seasonally changing and diverse menu, using – where possible – home grown produce, to increase footfall to the café-bar and promoting ‘plot to plate’ ethos
3. Baking and cooking on a daily basis
4. Recruiting, training and developing a team of staff that supports an ethos of high customer satisfaction
5. Ensure a high quality of food is served at all times
6. Develop outside catering menus for events and private parties
7. Ensure food hygiene regulations, health and safety policies and procedures are followed at all times.
8. To work closely with the Museum Manager and Directors to support the aim and objectives of the business

**Duties and Responsibilites:**

1. Profitability and Targets

* Monitor profitability to achieve set targets
* Ensure customers receive high levels of customer service
* Achieve, maintain and grow a regular customer base
* To work with the Marketing department to develop local advertising and special offers to entice customers to return
* Ensure food cost/gross profits are achieved by controlling food portion size whilst minimising waste

1. **Recruitment, training and development**

* Recruit, induct and regularly appraise new staff
* Train and develop staff by embracing their strengths and nurturing their weaknesses
* Working side by side with your team to build a strong and committed team

1. **Kitchen**

* Planning exciting, innovative and cost effective menus with the team
* Oversee food rotation, waste utilisation and implement regular stocktakes
* Adhere to the purchasing policy, ensuring supplies are properly issued, used and accounted for.
* Ensure kitchen staff clean down all equipment and fittings and record as necessary
* Liaise with Museum gardener to enhance ‘garden to table’ offerings
* Inspect dishes for quality, temperature and attractiveness before serving

1. **Health and safety**

* Ensure compliance with statutory regulations regarding hygiene and health and safety
* Maintain appropriate food records to meet food regulations and the policies of the Business

1. **Management**

* To work in harmony with the Museum Manager and embrace the ethos of being the ‘business arm’ of the Charity
* Work closely with the Retail Manager to create regular cross selling opportunities
* Encourage and develop a high level of customer service
* Deal with customer complaints
* Prepare and implement staff rotas – liaison with Museum Manager to optimise joint staffing
* Hands on approach by assisting with cooking of dishes, whilst giving technical advice and guidance were necessary
* Organising and participating in special function/events which maybe outside normal working hours to thereby achieve the best possible profitability.
* Attend weekly management meetings
* Complete annual appraisals of catering team
* Carry out any other duties which are reasonable and within your capabilities to meet the needs of the business
* You will comply with all lawful and reasonable instructions of the business and to carry out your duties diligently and to the best of your ability

You may be required during the course of your employment to carry out any other duties which are reasonable and within your capabilities in order to meet the needs of the business.

During your employment you must:-

1. comply with all lawful and reasonable instructions of the charity and carry out all duties diligently and to the best of your ability;
2. do your utmost to promote the interests and reputation of the charity and refrain from making any false or misleading statement relating to the charity or its suppliers, clients; and
3. take all possible care not to damage any of the charity’s property or equipment.

I have received and read my job description and understand that it acts as a guide to my duties and responsibilities.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_