

SCUNTHORPE UNITED FOOTBALL CLUB

Job title: Head Chef

Department: Hospitality, Catering and Banqueting

ROLE / PURPOSE

The Head Chef role is to co-ordinate the preparation of all food and beverages offered by the club, and responsibility for overseeing all catering and hospitality operations. This includes catering for matchdays, events and conferences and the club's restaurant and bars. The Head Chef is part of the Senior Management Team and is responsible for the kitchen, restaurant, matchday bars and catering.

MAIN DUTIES AND RESPONSIBILITIES

- Coordinate the kitchen staff in successfully preparing, cooking and serving food and beverages to the highest standard across Glanford Park.
- Organise, motivate, lead and manage kitchen staff in a professional manner and maintain excellent staff relations.
- Manage stock control, rotation and portion control.
- Manage the delivery of all food and beverage services for matches, conferences and events ensuring that all functions and events are managed efficiently and to the Club's Standard of Service including off site events.
- Oversee the running of the Club's restaurant to the highest standard in accordance with the Club's Standard of Service and provide instruction and leadership to the Waiting staff and Chefs.
- Ensure operational efficiency and utmost compliance with Food Hygiene and Health and Safety legislation at all times.
- Management of all internal and external event bookings
- Management of all hospitality administration staff and to ensure admin tasks are concluded in timely manner in accordance with procedures.
- Ensure compliance with legislation in relation to the sale of alcohol at all times.
- Ensure that all catering areas are kept tidy, presentable and hygienic.
- Liaise with other Teams/Departments where catering is required for events to deliver such requirements to a high standard.
- Put in place, maintain and oversee Standard Procedures and Operating Manuals.
- Ensure that all staff are properly managed and fully briefed in relation to all tasks, duties, responsibilities and events so as to achieve maximum use of time, appropriate use of resources, that training is up to date, the highest levels of quality and efficiency are reached and that they foster an attitude of "service pride" in all aspects of their work.
- Manage and take responsibility for rota's for the whole department.
- Adhere and enforce all SUFC's policies including but not limited to, HR policies, recruitment policy and the equality policy.
- Ensure all staff are exceptionally well presented at all times taking corrective action if required.
- Ensure all reporting is done within the required timeframe; stocktakes, profitability of events reporting, rota's etc.
- Liaise with the Head of Commercial and Head of Marketing in providing hospitality packages and marketing operations, increasing sales and profits from this area.
- Be the point of contact for clients during events and liaise with guests to ensure the highest levels of service and complete customer satisfaction.

- Manage all orders of stock and supplies in a timely and efficient manner.
- Liaise closely with the COO in relation to such budgets, invoicing, credit control, payroll and monthly performance of the department.
- Oversee, review and report on all financial aspects of the Club's catering operations to the COO and the CEO.
- Manage cost control and budgets in relation to hospitality and catering.
- Review and report on all hospitality and catering matters and actively implement improvement measures.
- Maintain all catering equipment as required and oversee the use of such equipment by staff.
- To act as ambassador for SUFC.
- Undertaking any other duties required by the CEO.

RESPONSIBLE TO (REPORTING RELATIONSHIP)

CEO / Head of Operations

RESPONSIBLE FOR STAFF / EQUIPMENT

Direct responsibility for the Chefs and Senior Waiting Staff. Hospitality Admin Staff, Overall responsibility for all restaurant and bar staff.

Overall responsibility for all equipment used by the Hospitality Team.

SKILLS AND COMPETENCIES

- Experience in 5* hospitality and catering, particularly within banqueting, conference and events.
- Creative, innovative and enthusiastic.
- Excellent communication skills.
- Ability to work under pressure.
- Excellent leadership and management skills.
- Expert knowledge of food hygiene and health and safety legalisation.
- Ability to work alongside other teams.
- Trustworthy, reliable and focused.
- Professional manner.

GENERAL INFORMATION

The Employee must at all times carry out his/her responsibilities with due regard to the Scunthorpe United Football Club policies and procedures in particular Health & Safety, Financial Authorisation, Confidentiality and with regard to the Data Protection Act.

The Employee must act to protect all young people and vulnerable adults that are in their care or attending the Company's premises. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.

The above Job Description is not intended to be exhaustive, the duties and

responsibilities may therefore vary over time according to the changing needs of the Club.

JOB DESCRIPTION AGREEMENT

Employee's Signature:	Date:
Line Managers Signature:	Date: