



Job Title:	Head Chef	Reports to:	Executive Head Chef Stadium Operations Manager
Based at:	DW Stadium		
Department:	Stadium Catering		
Job Purpose:			
Be responsible for the day to day running of the restaurant kitchen, managing a team delivering quality food in a fast paced restaurant environment.			
Jobs reporting into the job holder:		Sous Chef, Chef de Partie, Commis, Kitchen Porters	
Key responsibilities and duties:			
<ul style="list-style-type: none"> Producing diverse menus in accordance with the restaurant's requirements staying current on industry trends and identifying new culinary techniques. Preparing and cooking high quality dishes in a restaurant environment in accordance with daily/weekly business requirements. Purchasing food and supplies from designated suppliers approved by the company. Keeping stock levels to a workable minimum and taking into consideration stock rotation as well as carry out regular stock takes for accountancy purposes. Working within budget parameters set out by higher management Hiring, training, supervising all kitchen personnel and maintain discipline in the kitchen. Assisting kitchen staff with food preparation and recipes, establishing the working schedule so that everything works efficiently. Maintaining regular and effective communication among the team including front of house and sales staff. Reacting to and anticipating customer needs whenever possible, enhancing the quality of service and in turn achieving customer satisfaction. Ensuring the hygiene and food safety standards are met in all stages of food preparation, starting with the ingredients and ending with the finished dish which leaves the kitchen door in accordance with the HACCP documents. 			
Health and Safety:			
<ul style="list-style-type: none"> Fully endorsing, demonstrating and carrying out the company health and safety policy. Promoting the companies health and safety culture, understanding the role of the food and beverage department in relation to Health and Safety procedures. Complying with all Company policies and statutory regulations relating to Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place, and assisting if required with the amending of risk assessments periodically. Having a full knowledge of procedures for evacuation with regard to fire. Identifying and reporting maintenance requirements or hazards within the workplace and to encourage any workforce to do the same to avoid injury. Ensuring that at all times you and your team are wearing the correct protective uniform in accordance with COSHH and maintaining a high standard of personal hygiene. 			

Safeguarding:

- Wigan Football Company Ltd is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.
- 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 Head of Safeguarding.

General:

- Fully co-operate with colleagues requiring assistance and assisting them in response to business needs.
- Carry out at all times his/her responsibilities with due regard to the policies and procedures in particular Health & Safety, Financial Authorisation and Data Protection.
- 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 Head of Safeguarding.
- 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 Company.

DBS Check Required:

Yes

Person Specification:

	Essential Requirements	Desirable Requirements
Qualifications	<ul style="list-style-type: none"> • GCSE's or equivalent in English and Maths. • NVQ Level 3 + or relevant experience in in Catering and Hospitality • Intermediate food safety Certificate or willingness to work towards 	<ul style="list-style-type: none"> • First Aid at Work
Experience	<ul style="list-style-type: none"> • Experience in managing a restaurant kitchen • Proven track record of successfully ordering, preparing and serving high quality food • Previous experience of supervising and developing a team • Ability to deliver quality whilst working at a fast pace • Experience of managing budgets, stock and menu GPs 	
Knowledge & Skills	<ul style="list-style-type: none"> • Extensive understanding of various cooking methods, ingredients, equipment and procedures • Ability to work under pressure and to deadlines. • Ability to organise own and others workloads and to prioritise effectively. 	<ul style="list-style-type: none"> • Health and Safety level 2 • Costings and GP Management

	<ul style="list-style-type: none"> • Knowledge of Health & Hygiene legislation,(HACCP) • Understanding of stock rotation and management practices. • Strong customer service skills 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to adapt and take on new initiatives • Self-motivated with a passion to succeed. • Ability to work as part of team and across teams. • Willingness to learn and continuously develop. • Assertive, calm with the ability to work well under pressure. • Flexible to meet the requirements of the needs of the business 	

I confirm that I have read and agreed to this job description outlining the main duties of my role.

Job Holder:

Signed:

Date: