

Job title:	Head Chef
Classification:	
Reporting to:	Chief Executive Officer (CEO)
Salary:	\$85,000.00 Base + Bonus based on KPI's
Location:	Club Dubbo, 82 Whylandra Street Dubbo NSW 2830

Purpose of the position

The Head Chef is responsible for developing and setting the restaurant and catering function menu; conducting efficient and timely ordering and stock control for the restaurant and other kitchen areas; and ensuring that all kitchen staff are trained and supervised to ensure efficient operations.

Duties & responsibilities

a) Administration

- Contribute ideas to senior management regarding new equipment, maintenance, human resources, menu planning and marketing
- Follow the CEO's instructions regarding restaurant and catering operations
- Help develop and implement a strategic plan (including marketing and budgeting) for the restaurant and catering function, in conjunction with the CEO and other management staff
- Regularly report to the CEO regarding the operation of the restaurant and catering function

b) Operations

- Help manage the day-to-day operations of the restaurant
- Maintain adequate stock levels so that there is sufficient food available to prepare daily menus
- Check that all menu items are available and ensure that the Club is in a position to offer alternatives if required
- Ensure all conference function sheets are correct and that chefs/cooks are aware of their responsibilities during these functions
- Establish and maintain high standards for the preparation and presentation of meals
- Assist the CEO to develop staff policies and procedures for all kitchen areas

- c) Ordering, Stock and Menu Control
 - Order all food purchases, daily
 - Monitor stock levels (inventory control) in the cool rooms and food preparation areas; ensure any other staff are responsible for purchasing follow the correct procedure
 - Establish good relations with a variety of food suppliers
 - Inspect all food purchases for quality and quantity
 - Plan menus and portion control in conjunction with the CEO
 - Responsible for overall food costs and for controlling and recording food wastage
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 - d) Workplace Health and Safety
 - Review and monitor current work procedures with staff to ensure these are relevant and updated when required, in conjunction with the CEO / Operations Manager
 - Recognise and seek to correct any hazards or unsafe conditions, cooperate with WHS officers and rectify any issues identified
 - Monitor and, when necessary, speak to staff members about safe hygiene practices; keep a record of any incidents
 - Ensure kitchen equipment is regularly checked and maintained and replaced or upgraded as required in consultation with the CEO / Operations Manager
 - An understanding of HACCP control systems

 - e) Personnel/Human Resources
 - Help the CEO / Operations Manager recruit kitchen staff
 - Supervise, train, motivate and coach new and existing kitchen staff; counsel employees when required and report outcomes to HR Manger and/or Operations Manager
 - Allocate duties and authorities; prepare rosters (in conjunction with other management staff); approve overtime for direct reports, ensure staff absences are covered
 - Maintain positive working relationships with staff in all areas of the Club
 - Communicate Club policies and procedures to kitchen staff and ensure they are correctly implemented
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Academic or trade qualifications

- Chef Trade qualifications (Commercial Cookery etc.)
- Food Safety Supervisor Certificate

Specific skill, knowledge and attribute requirement

Essential	Desirable
Experience working under pressure in a fast paced, high volume kitchen	Strong leadership skills
Experience in adhering to strict health and hygiene standards and also to Workplace Health & Safety legislation	Previous experience developing & implementing policies and procedures
Experience in food quality control	Drive to achieve a new offering and present a refreshed dining experience
Capable of ordering stock within a budget	
Ability to work a rotating roster over 7 days, including day, night, weekend & public holidays.	

Relationships

With	Purpose
Chief Executive Officer	The Head Chef is monitored by, and works with, the Chief Executive Officer to ensure that customers are highly satisfied with all aspects of the Club's restaurant and catering operations.
Operations Manager	The Head Chef works alongside the Operations Manager to develop, train and support kitchen staff and mentor's direct reports. The Head Chef communicates effectively with the Operations Manager to ensure correct policies and procedures are in place.
Administration Manager	The Head Chef is required to appropriately communicate administration duties to the Administration Manager to ensure accurate account keeping procedures are maintained
Kitchen Staff	The Head Chef is responsible for the supervision, and direct mentoring of all Kitchen Staff.
Club Staff	On occasion, Club employees (bar attendants, supervisors, cleaners etc.) may be required to enter the kitchen to access certain facilities. It is the responsibility of the Head Chef to ensure all employees who enter the Kitchen Area adhere to the policies and procedures in place.

