

JOB DESCRIPTION

Position: STAFF CHEF
Location: Saariselkä
Reports to: Resort Manager

As Staff Chef you will oversee all aspects of catering for the staff in resort as well as overseeing the staff accommodation and food distribution in resort, operating within set budgets

Your responsibilities and duties:

Pre-season:

- Attend the pre-season management training course.
- Assist the Senior Management team with training the staff at the designated venue.
- Assist with the food preparation and catering requirements during training
- Organise and supervise the cleaning and preparation of all staff accommodation.
- Produce detailed inventories of staff accommodation.
- Meet with local suppliers for catering, laundry, and equipment hire and confirm the arrangements for orders, deliveries and purchasing.

During the Season:

Catering & Budget Control

- Monitor all orders for food, cleaning materials and any other items for staff accommodation in resort.
- Monitor and check the weekly stock takes in staff accommodation.
- Produce a stock take of the resort storerooms.
- Provide the UK office with a weekly budget report.
- Cross-check the weekly orders against the staff list, the resort stock take and the staff menu plan to ensure that the correct amount of each item is ordered.
- Collate all of the checked orders and place them with the suppliers or co-ordinate a local shopping trip if necessary.
- Source any additional supplies for any 'special dietary requirements' and ensure they are within the set budget.
- Deal with any staff issues that may arise with regards to the quality and standard of the catering.

Staff Management

- Supervise all staff ensuring that catering and housekeeping duties are met in staff accommodation.
- Prepare and cook all staff meals ensuring they constitute a healthy balanced diet, within the set budget.
- Collect weekly staff accommodation reports, stock control reports and orders and discuss any issues that have arisen.
- Provide support and emergency cover in event of staff illness or accident.

Delivery & Stock Control

- Receive all deliveries in resort.
- Cross check all deliveries with the orders and liaise with the supplier about missing or over-delivered items.
- Check the standard and quality of each order and reject any sub-standard item, ensure that a replacement is ordered immediately and received.
- Co-ordinate the distribution of the supplies to all staff accommodation in resort, ensuring that each accommodation receives the correct quantities.
- Control the distribution of supplies from the resort storeroom, ensuring that all supplies are accounted for.

Quality Control

- Monitor the quality of ingredients supplied and resolve any issues with suppliers.

Resort Administration

- Provide the Resort Manager and the UK office with accurate weekly catering budget report for the whole resort.

- Assist the Resort Manager with the weekly resort report and any additional paperwork and administration that may be required.
- Maintain staff discipline and ensure that company policy and procedures are followed.
- Assist in the completion of appraisals for chalet staff and submit to the Resort Manager.
- Maintain the resort vehicle logbook (if applicable).

Post-Season:

- Oversee and organise the cleaning and closing down of all the staff accommodation in the resort.
- Produce detailed inventories of all the staff accommodation and cross reference with those completed pre-season, detailing any breakages or damage.
- Ensure that all company property is correctly packed and stored.
- Assist the Resort Manager with the hand-over of the staff accommodation, ensuring hand-over reports are completed and signed off.
- Assist in the completion of the end of season resort report.
- Ensure that all catering invoices and bills have been settled before the close down of resort accounts.
- Sign off accounts with the UK office resolving any discrepancies before your departure.
- Ensure that all reports, accounts and property are signed over before your departure.