

JOB DESCRIPTION

Position: HOTEL HEAD CHEF
Location: Within the overseas programme, as stated in your covering letter
Reports to: Hotel Manager

As Hotel Head Chef you will oversee all aspects of operating the hotel kitchen, ensure that the standards and quality of catering are maintained and operate within the set budgets. You will supervise and organise all kitchen staff and provide continuous support and training throughout the season.

Your responsibilities and duties:

Pre-season:

- Attend the pre-season training course.
- Assist the Senior Management team with training the staff at the training venues.
- Organise and supervise the cleaning and preparation of the hotel kitchen.
- Produce detailed inventories of the kitchen and store areas.
- Meet with local catering suppliers and confirm the arrangements for orders, deliveries and purchasing.
- Produce Health & Safety, Fire and Hygiene reports for the kitchen.

During the Season:

Catering

- Plan and prepare meals in accordance with the company's set menu following the guidelines and policies regarding food service and preparation, working within Health and Food Hygiene regulations at all times.
- Prepare a continental buffet breakfast with a daily hot option.
- Prepare a cake for afternoon tea (not on day off).
- Prepare a selection of canapés for 7.30pm.
- Prepare a four course evening meal, as chosen daily by the guests, ready for 8pm.
- Prepare staff meals daily on a rota basis.
- Prepare lunch for the children in the Snow Club on a rota basis amongst all the kitchen staff. (Esprit)
- Prepare high tea for the children daily ensuring that it is ready for 5.30pm and that the child care menu is adhered to.
- Source any additional supplies for any 'special dietary requirements' and ensure they are within the set budget.
- Ensure that all staff are provided with three adequate, balanced meals a day, seven days a week as stated in their terms and conditions.

Kitchen Management & Budget Control

- Maintain a high standard of cleanliness and ensure that the kitchen and store areas are always clean and tidy.
- Adhere to company guidelines and procedures regarding cleaning standards and presentation.
- Ensure kitchen laundry is prepared for collection and receive new deliveries, mid-week and on 'change-over' day.
- Ensure that all rubbish is disposed of after every service in the correct manner.
- Perform a deep clean on 'change-over' day in preparation for new guests.
- Report any maintenance issues to the Hotel Manager.
- Ensure that the hotel catering budget is maintained and all daily monitoring is completed.
- Provide the Hotel Manager and Alpine Office with a weekly budget report.
- Complete an accurate and thorough stock take weekly, ensuring that stock is rotated in the storage areas.
- Keep track with the reconciliation of orders, delivery notes and budget control.
- Complete a weekly catering report.
- Assist in any other hotel administration when required.

- Complete the necessary weekly Health & Safety, Hygiene, Food Samples and Fire Checks.
- Show due diligence at all times towards your guest's health and safety as well as your own and other staff members.

Delivery & Stock Control

- Receive all catering deliveries for the hotel.
- Reconcile all deliveries with the orders and liaise with the supplier regarding missing or over-delivered items immediately.
- Check the standard and quality of each order and reject any sub-standard items, ensuring that a replacement is ordered immediately and subsequently received.
- Control the distribution of supplies from the storeroom, ensuring that all supplies are accounted for.

Quality Control

- Monitor the catering standards and quality control and complete weekly standards reports, ensure that all catering staff are providing the required level of service.
- Monitor the catering section of the guest questionnaires and provide feedback to catering staff at the weekly staff meeting.
- Monitor the quality of ingredients supplied and resolve any issues with suppliers.

Guest Relations

- Ensure that your guests feel comfortable in the restaurant and are able to seek your assistance with anything they may require.
- Deal with issues quickly and effectively.
- Keep intrusion by noise, music or other staff to a minimum at all times.

Resort Administration

- Maintain staff discipline and ensure that company policy and procedures are followed at all times.
- Integrate and provide training for staff that start mid season, completing relevant paperwork.
- Complete mid-season appraisals for all kitchen staff and submit to the Hotel Manager.
- Oversee the performance of all kitchen staff and provide continuous training to ensure that the required standards are being met.

Post-Season:

- Organise and oversee the cleaning and close down of the hotel kitchen.
- Produce detailed inventories of the kitchen and store areas and cross reference with those completed pre-season, detailing any breakages or damage and submit to the Hotel Manager.
- Ensure that all company property is correctly packed and stored.
- Ensure that all kitchen staff uniform is returned clean and inventoried.
- Ensure that all catering invoices and bills have been settled before the close down of the hotel accounts.