

## **2<sup>nd</sup> CHEF – Job Responsibilities**

As the 'second chef' you'll be assistant to our Head Chef. You will oversee the kitchen in the chef's absence, meet high standards of food hygiene and professionalism, and train/supervise other staff when required.

### **Duties and Responsibilities**

- To be responsible for overseeing all operational aspects of the Kitchen and staff in the absence of the Head Chef.
- Complete opening and closing procedures for the Kitchen.
- Direct staff as required to ensure all operational tasks are completed safely and efficiently as/when required.
- To have a hands-on approach for all Kitchen staff and to get involved in many aspects i.e. cleaning duties etc.
- To support and communicate regularly and effectively with the Head Chef and to ensure all issues are acknowledged and discussed during their absence.
- To use the Chef's Diary as a tool in effectively recording and tracking issues
- To ensure daily administration records are complete, accurate and forwarded to the HC.
- To ensure staff are following Company Standards for preparing and serving food.
- To ensure freshness and flavour of all dishes.
- To be responsible for ensuring all kitchen staff are preparing and presenting quality food and all final products leaving the kitchen are at the expected Standard.
- To report any issues with food quality and freshness to the Head Chef.
- To ensure all kitchen staff follow correct food and hygiene standards.
- To follow the Stock Labelling and Rotation System to ensure the products are identifiable and used in the correct order.
- To lead by example for staff ensuring that the kitchen is always presentable.
- To ensure cleaning checklists are adhered and directing staff to cleaning duties when required – especially during quiet times.
- To ensure the Kitchen, surrounding work surfaces and floor are kept tidy and clean at all times.
- To communicate any issues with the Kitchen's presentation with the Head Chef.
- To ensure all Kitchen Staff use all Chemicals correctly.
- To help establish the Kitchen area as a positive work environment for all.
- In the absence of the HC to deal with staff issues that may arise on a day-to-day basis in the kitchen and to communicate these to the HC or the Board.
- To ensure staff are filling their specific job requirements and delegating or directing where necessary.
- To ensure that all ongoing training for all kitchen staff is discussed with the HC and implemented accordingly.

- To be flexible in filling shifts as required to ensure the Kitchen is always fully staffed and managed – the Rota is only a guideline.
- To work closely with the HC to ensure the Kitchen is fully staffed and to plan for periods of absence or for leavers.
- To manage in liaison with the HC the Induction and ongoing training for all staff working in the kitchen.
- To assist in ensuring the Training Registers are utilised and records are filed correctly.
- To liaise with Head Chef to coordinate required recruitment advertising.
- To communicate with the Head Chef on a regular basis regarding all stock levels.
- To ensure the required stock levels are maintained as per stock order sheets.
- To keep stock usage, wastage, loss and breakages in the kitchen to a minimum level and to record accordingly.
- To check quality of stock for freshness, weight, use by dates etc and communicate issues to Head Chef
- To request other service and maintenance as required to ensure all restaurant and equipment is maintained to a high standard.
- To minimise unnecessary breakages of all kitchen equipment.
- To ensure cleaning and maintenance of restaurant machinery and equipment is completed in line with the Kitchen Cleaning Schedule and Kitchen Period Checklists
- Identify and apply self-development needs and the skills, knowledge or attributes required to improve personal skills.
- Take on board points raised at reviews and to work on any identified weaknesses or issues.
- Request assistance and / or training where necessary.

**Work Hours & Pay: £13.50 per hour for a 40 hr per week. Hours will be averaged through the season. 31<sup>st</sup> March until 6<sup>th</sup> October with a possible extension.**