

# Executive Head Chef

## Job Description

### The Role

<b>Job title:</b>	Executive Head Chef
<b>Department:</b>	Commercial Services
<b>Responsible to:</b>	Head of Catering and Retail
<b>Responsible for:</b>	Team of professional and supporting kitchen staff
<b>Location:</b>	Cirencester, Gloucestershire
<b>Salary:</b>	Grade 8: £37,099 - £44,262 per annum
<b>Job details:</b>	Permanent, Full time averaging 35 hours per week on a variable-hours basis, on a flexible rota
<b>Relationships with:</b>	Suppliers, University staff, students, The Student Union, conference hosts and delegates, University visitors and colleagues within the industry.

### Purpose

The professional head and ambassador for food at the Royal Agricultural University, working alongside the Head of Catering and Retail to design, develop and execute great food whilst maintaining the sensitivity and alignment to the University's core values, achieve department KPI's, realise QIP targets across the varied consumer needs and service level agreements.

Responsible for the implementation and subsequent monitoring of proven food production controls and processes to deliver commercial profitability.

To lead, train, develop and motivate the kitchen brigade ensuring compliance to the University requirements, legislative policies and guides.

### Key Responsibilities

1. Overall management of a team of professional kitchen and supporting staff, including training, development, delegations, scheduling and monitoring of tasks to timely completion.

2. The Executive Chef will plan, organise and direct the preparation and cooking of food ensuring that the company's reputation for quality is enhanced with customers and clients at all times
3. Develop strategic vision for food and food service at the RAU alongside Head of Catering & Retail including business cases for multi area catering production.
4. Take responsibility for the food production with a hands-on approach to servery dining and VIP events with a proven record of success in quality high volume establishments and ambition to drive offer forwards
5. Drive sales through holistic, seasonal and on trend menu planning with preferred suppliers
6. Actively excite and enthuse all employees and consumers in all matters food, working in conjunction with marketing support functions, University stakeholders and suppliers where appropriate
7. Provide a focus on freshly prepared food, quality ingredients, seasonality and provenance whenever possible that delivers on quality and budget.
8. Adopt a values-based approach that emphasises the impact of food and drink production, the working conditions of those involved in production and supply and animal welfare
9. To compile menus that meet customer, industry good practice and University needs and show continuous development and innovation in menus, adherence to parameters of accreditations and provenance.
10. Develop and enhance relationships with suppliers to meet business needs including giving feedback and ensuring required quality.
11. Experienced at financial report writing, The Executive Chef will be required to implement and maintain food monitoring procedures to facilitate budgetary control and to monitor all costs against agreed budgets.
12. To ensure the effective management of all aspects of food production across all services and all brands: e.g. breakfast, lunch, evening meal, hospitality in order to achieve target GP% and profit margins.
13. Ensure that all legislative and University policy, operational procedures and standards are applied to provide a consistent and safe product and service for all University employees and customers
14. Ensure full compliance with legislative Food Safety and Health, Safety and Welfare policy delivering best in class performance, proactive approach to departmental needs
15. Planning structured team development with training and succession planning
16. Attend and participate in regular departmental and University meetings as required and cascade as appropriate

17. Undertake any other duties as directed and commensurate with the level of this post for which the post holder has the necessary experience and training.

18. Maintain Covid Secure Protocols within ones area.

## General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

## Person Specification

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential or Desirable</b>	<b>Measured By</b> A) Application Form B) Interview C) Presentation
<b>Qualifications:</b>		
City and Guilds 706 1, 2 and or equivalent	D	A
Foundation Degree in Culinary Arts or equivalent	D	A
<b>Knowledge, Experience and Skills:</b>		
Track record of change management, team development and training	E	A
Experience of multi- site management, contract catering operations	E	A
Knowledge and skills associated with high end hospitality and dining	E	B
Enthusiastic with excellent communication skills and a passion for food	E	
Excellent knowledge of H&S, Food Safety and HACCP requirements	E	A/B
Current knowledge of food trends and innovations within catering industry	E	B
Track record of developing visions, creative and profitable menus	E	A/D
Excellent communication and management skills	E	
Ability to plan, organise and manage workload of others	E	A/B
A clear understanding of management KPI's profit margins, purchasing policy, budgeting, costings, wastage and control.	E	A/C
Superb understanding of seasonal variations, menu balance, ingredient variation and rotation, innovation/trends texture, colour and balance	E	A/D
Can explain and understand application of HR employee management processes eg. Absence management and disciplinary procedures	D	A/B
Experience of continuous improvement through drive for achieving recognised accreditations and awards.	D	A/B
Numerate and computer literate with an understanding of financial drivers, Excel, Outlook & Word	E	A

### **SPECIAL REQUIREMENTS**

The post holder will be required to work weekends and evenings as part of a flexible rota.

The post holder will be required to travel; visiting suppliers and other institutions for benchmarking/collaboration/networking visits.

On occasion you may be asked to assist in the facilitation of career and professional development activities. This will form part of your substantive role and you will not receive additional payment for these activities.

# Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](http://www.rau.ac.uk)) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk) stating where you saw the advert for the role
- Informal enquiries can be made to Ryan Hanson – Associate Director Commercial Services : [Ryan.Hanson@rau.ac.uk](mailto:Ryan.Hanson@rau.ac.uk)
- **Closing date:** 8<sup>th</sup> October with **Interviews on:** 19<sup>th</sup> October
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

**The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.**