

Executive Head Chef



JOB DESCRIPTION

Job Title:	Executive Head Chef
Department:	Commercial Services
Salary:	£33,797-£40,322per annum : Grade 8
Job details	Permanent, Full time averaging 35 hours per week on a variable-hours basis, on a flexible rota

Main purpose of job:

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.

Driven to achieve financial targets.

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.

Responsible to: Head of Catering and Retail

Staff managed: Management of a team of professional and supporting kitchen staff. Liaison and oversight of catering assistants to support excellence in service and presentation of food. Train, develop, nurture and motivate the chefs, enthusing them with your passion for food and enhancing the University's reputation to deliver consistently great food. Inspire and Engage.

Relationships with: Suppliers, University staff, students, The Student Union, conference hosts and delegates, University visitors and colleagues within the industry.

Key Responsibilities:-

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

- Develop strategic vision for food and food service at the RAU alongside Head of Catering & Retail including business cases for multi area catering production.
- 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
- Drive sales through holistic, seasonal and on trend menu planning with preferred suppliers
- 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
- Provide a focus on freshly prepared food, quality ingredients, seasonality and provenance whenever possible that delivers on quality and budget.
- 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
- 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.
- Develop and enhance relationships with suppliers to meet business needs including giving feedback and ensuring required quality.
- 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.
- 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.
- 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
- Ensure full compliance with legislative Food Safety and Health, Safety and Welfare policy delivering best in class performance, pro- active approach to departmental needs
- Planning structured team development with training and succession planning
- Attend and participate in regular departmental and University meetings as required and cascade as appropriate
- 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.

PERSON SPECIFICATION

REQUIREMENTS	Essential (E) or Desirable (D)	Measured By A) Application Form B) Interview C) Skills Test / Exercise
City and Guilds 706 1, 2 and or equivalent	D	A
Foundation Degree in Culinary Arts or equivalent	D	A
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/C
Energetic and passionate with excellent communication skills with a passion for food	E	B/C
Excellent knowledge of H&S, Food Safety and HACCP requirements	E	A/B
Current knowledge of food trends and innovations within the catering industry	E	B/C
Track record of developing visions, creative and profitable menus	E	A/C
Excellent communication and blue chip management skills	E	B
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/C
Can explain and understand application of HR employee management processes e.g. 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.

From time to time, the post holder 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.

BENEFITS OF WORKING WITH US

We have over 200 dedicated employees who are proud to work for us. Over the last year, we've continued to invest in our people. Whether our people are permanent, or join us for a few months, we genuinely take their health, wellbeing, and development seriously. We believe in investing in development and happiness at work and have a good range of benefits, a full list can be found here: <https://www.rau.ac.uk/about/jobs/benefits-working-us>

APPLICATION PROCEDURE

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

- A University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role

Closing date: 8 March 2020 with **Interviews:** during w/c 16 March 2020