

## Sheffield Media and Exhibition Centre Limited Showroom Work Station

### Job Profile

<b>Job Title:</b>	Kitchen Manager
<b>Salary</b>	£28,500 - £31,000 subject to experience
<b>Responsible to:</b>	Head of Operations with close working with Food and Beverage Manager and conference and events team.
<b>Responsible For:</b>	Chef de Parties, Commis Chef and Kitchen Porters.
<b>Hours:</b>	40 hours per week, normally worked five-days over a seven-day rota and including weekend and evening work

### Purpose of post

To lead on all aspects of the food operation and management of the kitchen team delivering excellent customer service and commercial return across our café bar and in-house conferencing service. This role also involves actively working on rota as a Chef de Partie.

### Duties:

#### Food preparation

- To plan and deliver service in for our café bar which is open day and evening for 7 days a week. This includes breakfast, lunch and dinner service as well as counter items.
- To ensure high standards of food presentation and customer satisfaction.
- As required, to deliver catering for conferences, business meetings, special events and festivals.
- To periodically develop new menus to further our offer taking into account seasonality and local suppliers where possible.
- To be responsible for all stock ordering and oversight of stock and wastage controls.
- To regularly review suppliers for quality and value.

#### Budget responsibilities

- To contribute to the annual budget setting process for the department.
- To ensure that related budgetary targets are met with particular focus on cost of dry sales, profit margins and staffing budgets.
- To obtain quotations and co-ordinate repairs of any equipment faults authorised by the Head of operations.

### **Maintaining standards**

- To ensure food preparation and presentation within agreed quality standards, practical knowledge of Hazard Analysis and Critical Control Point (HACCP) and Allergens legislation, and to document evidence of these standards.
- To maintain current knowledge of Control of Substances Hazardous to Health (COSHH) and Health and Safety and licensing laws.
- To ensure that all food delivery, storage, preparation, production and service is carried out in accordance with environmental health and Health & Safety requirements.
- To ensure our food hygiene rating remains at 5\*.
- To manage and record the receipt of goods, ensuring quality checks, temperature checks and quantity checks are carried out.
- To be responsible for maintaining and developing all cleaning schedules, including deep cleaning of all equipment, fixtures and fittings and to ensure the schedules are followed.

### **Staff management**

- To plan and manage rotas ensuring appropriate and efficient levels of cover.
- To follow company procedures to record all staff sickness and holidays and to support and inform staff in regard to fulfilling company policies.
- To motivate and give direction to the team to ensure standards, quality of service and profitability. This includes standards of dress, hygiene, breaks and adherence to the company handbook.
- To carry out appraisals, staff training and coaching, and identify external training as required to develop the team and operation to meet the needs of the business.
- When required to conduct recruitment and the selection of staff, in accordance with company policies and procedures.
- To communicate well with the wider team and to assist with pricing sales, and promotional plans.

### **Personnel Specification**

#### **Essential**

- 2 years' experience as a Chef de Partie.
- Demonstrable experience of menu development.
- Experience of managing a busy food operation where speed and flexibility of service are key.
- Awareness of customer needs and industry trends.
- CIEH level 2/3/4 (Chartered Institute of Environmental Health)
- HACCP knowledge (Hazard Analysis and Critical Control Points)
- COSHH trained (Control of Substances Hazardous to Health)
- Current knowledge of legislation regarding allergens.
- Proven experience of staff recruitment, management, and development.
- Proven experience of menu costing and setting and adhering to budgets.
- Commitment to due diligence with regard to security, money and stock.
- Experience of stock ordering and control systems.
- Experience of compiling staffing rotas.
- Proficient in general use of Microsoft Word and Excel software packages, internet use and Outlook email.

- A commitment to Equality, Diversity and Respect in the workplace.

**Desirable**

- A current First Aid Qualification