

CATERER.COM JOB TEMPLATE

COMPANY NAME:	Holroyd Howe
SITE NAME AND NUMBER:	Aldenham School, 7603
JOB TITLE:	Evening Chef Manager - Monday to Friday
JOB LOCATION:	Elstree, WD6 3AJ
CONTRACT TYPE:	Permanent
HOURS: <i>Full Time or Part Time</i>	Full Time (42 weeks contract)
SALARY RANGE:	£24,549.00
EMAIL ADDRESS and CONTACT NAME (first and surname): <i>All applications will be delivered to this email address however this email address will not appear in the job copy.</i>	A. Louis aclouis@aldenham.com

JOB Description:

*Please include all information relating to; Job role, responsibilities, training & development etc. **Please ensure the client's name is not included***

A:



JOB DESCRIPTION

Evening Chef Manager

LOCATION:	Aldenham School
REPORTING TO:	Group General Manager
DIRECT REPORTS:	Evening Chef Manager - Monday to Friday 10am to 7pm
OVERALL OBJECTIVES:	To provide a professional catering service, ensuring that company standards are maintained and that Client expectations are met within the agreed objectives for the location.

Note: Every night, you'll be cooking for about 100 people, making this a great career for someone looking to become a Head Chef or Chef Manager at a large site.

Working at Aldenham School will provide you with an excellent working environment and a team culture.

SPECIFIC RESPONSIBILITIES:

- To plan, prepare, cook and present food to the standards required by the company and the client.
- To ensure that the company's reputation for excellent food and service is enhanced with the client and customers.
- To set objectives and be responsible for the day to day running of the location, including supervising the recruitment and selection process to ensure that it effectively meets the need of the location and Holroyd Howe.
- To assess employee performance and recognise training needs and potential as appropriate.
- To ensure that the location achieves, as a minimum, the financial targets agreed with the client in line with the budget.
- To monitor the work of the location team and carry out appraisals ensuring that information is filed appropriately, with development plans that are actively used.
- To hold team meetings on a regular basis to communicate targets, standards required, company and client information.
- To assist the Operations Manager in preparing the annual budget; to achieve and maintain the food cost in accordance with the budget.
- To develop and evolve all client services at location, ensuring regular adjustments and improvements are both recommended and implemented.
- To ensure compliance with the company's policy on safer recruitment and safeguarding children and young adults at all times whilst at work.



CLIENT SERVICE

- To ensure that customers are given a prompt and efficient service and expectations are consistently exceeded.
- To regularly monitor customer feedback and produce a suitable action plan based on the results.
- To be customer focused at all times by being visible during service periods, approachable and quick to exceed expectations in fulfilling customer needs.
- To ensure all food is cooked, presented and served in line with company standards as outlined in the Restaurant and Grab & Go guides, using innovation in the method and style of presentation and food service.
- To ensure that you deliver what you promise to the customer, client and team.
- To ensure that all agreed service objectives are met in line with client expectations.
- To attend client meetings as requested.

PEOPLE MANAGEMENT:

- To recruit appropriately skilled employees, ensuring their right to work within the UK in accordance with company recruitment procedures.
- To assess employee performance and recognise training needs and potential as appropriate.
- To ensure training is carried out in line with the company training policy to meet the needs and requirements of the individual and Holroyd Howe.
- To ensure that all employees are knowledgeable and motivated about their roles and the business through effective induction, accurate job descriptions and on the job training.
- To carry out disciplinary procedures following company guidelines and standards.
- To develop the team by empowering them, supporting them, encouraging them and maintaining an 'open door' policy.
- To motivate and lead by example, ensuring you and your team have fun at work and are proud of your efforts.
- To monitor the development and progress of key staff at location in order to make recommendations and appointments for succession planning.
- To treat your team at location as you would expect to be treated.



FINANCIAL MANAGEMENT

- To ensure that the location has an accurate and efficient financial control system in place and the Evolution software system is in full use.
- To ensure that Head Office and your Operations Manager receive all the appropriate financial information promptly and accurately.
- To present to the client, as and when directed by your Operations Manager, accurate financial information.
- To ensure that all bookwork is completed in a timely manner; accurately and efficiently and in line with Holroyd Howe procedures.
- To ensure that the location adhere to company banking and cash security procedures in line with the company policy
- To ensure that all standards of food preparation and service are established and achieved in line with location budget.
- To consistently look at ways of maximising income through effective purchasing through nominated suppliers and creative merchandising.
- To produce, as instructed by your Operations Manager, a client annual budget.
- To maintain budgetary records and ensure that all budgets are adhered to, unless exceptional circumstances arise.
- To advise and order all necessary dry goods and equipment.

HEALTH & SAFETY, FOOD SAFETY, THE ENVIRONMENT:

- To ensure that the location meets statutory and company requirements of Health and Safety, Food Safety and Environmental legislations and procedures.
- To conduct Food Safety and Health and Safety Risk Assessments and ensure that all standards and procedures with regards to Hygiene and Safety are established and maintained in line with the company manual.
- To record and report all accidents within the location, adhering to location and company procedures.
- To ensure all equipment is well maintained and is in good working order.
- To make recommendations for renewal and replacement of equipment when required.
- To establish and maintain location cleaning schedules.
- To respond to all company memos and requests as required.
- To ensure that all company procedures and work instructions are fully understood and practiced by all employees.
- To attend all health and safety training courses as required.
- To promote and encourage environmental improvement initiatives as appropriate within the business.



Additional Responsibilities:

- To attend all location management meetings and patch meetings as required.
- To take responsibility for contributing toward your own development with the guidance of the Operations Manager and attending training courses as identified.
- To show commitment to company values in all aspects of your role.
- To act as a positive ambassador for the business.
- To attend to any reasonable request made by the client or Holroyd Howe Management.

I have received and read my Job Description and understand that it acts as a guide only to my duties and responsibilities and is not exhaustive; I agree to undertake any other duties deemed reasonable by the management.

EMPLOYEE NAME:	_____ xxx
EMPLOYEE SIGNATURE:	_____ xxx
ISSUED BY:	_____ xxx
DATE:	_____ xxx

Issue a copy of the Job Description to the employee and file a signed copy in the employee's Personnel and Training File.



CHEF MANAGER PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
ATTAINMENTS	<ul style="list-style-type: none"> • Educated to 4 GCSE's or above • NVQ qualification or equivalent • Excellent craft skills background • Successful progressive background in catering • Level 1 Foundation Certificate in Food Hygiene or above • Strong Supervisory experience • Ability to display a real passion for food and customer service 	<ul style="list-style-type: none"> • Successful progressive background in education catering • Management of medium size location
GENERAL INTELLIGENCE	<ul style="list-style-type: none"> • Excellent organisational skills • Ability to plan ahead • Demonstrate analytical approach to problem solving • Good negotiating skills • Ability to work on own initiative • Excellent communicator at all levels • Financially and commercially astute 	<ul style="list-style-type: none"> • Professional training in presentation and negotiation skills • Qualification in training and development
SPECIAL APTITUDES	<ul style="list-style-type: none"> • Computer literate • Good delegation and influencing skills • Good understanding of report writing and financial management • Good negotiating skills • Effective at time management 	<ul style="list-style-type: none"> • Proficient at working with computers • Professional training in leadership skills • Professional training in financial management and reporting
DISPOSITION	<ul style="list-style-type: none"> • Smart clean appearance, high standard of personal hygiene • Confident, lively and outgoing personality • Approachable, friendly and cheerful • Respectful and able to gain respect • Must be suitable to work with/around children 	<ul style="list-style-type: none"> • Keen to continue self development within current role and ambition for further promotion or growth

