



## Role Profile

<b>Job Title: Chef</b>	<b>Role Profile Number:</b>
<b>Grade: N</b> <b>Salary:</b>	<b>Date Prepared:</b> March 2022
<b>Directorate/Group:</b>	<b>Reporting to:</b> <b>Director of Operations</b>
<b>Structure Chart attached:</b>	Yes

### **Job Purpose**

Lead the provision of catering at Lydiard House ensuring a high quality offer that meets customer expectations and contributes to the financial performance of the Park

### **Key Accountabilities**

- Manage the catering production and delivery for all hotel day to day and event requirements, providing menu options for hotel guests and non resident dining along with event catering.
- Assist with delegated catering budgets to effectively provide best value, and use cost-effective purchasing and supply of food and non-food items to ensure hospitality and catering services perform as profitable cost centres
- Support the team to create and maintain a supply infrastructure to provide a creative, diverse menu to appeal to a wide range of customers, including a range of offers and healthy and allergen options, and oversee the consistent delivery of quality food and beverage
- Deliver the catering provision at hospitality-led events and supervise operational staff to ensure maximum customer satisfaction from events that provide a profitable source of income.
- Maintain health and safety procedures within the catering department, ensuring compliance with industry legislation and food safety regulations, including liquor licensing regulations and HACCP.
- Develop operating procedures for opening, closing, presentation, cleaning and maintenance of catering outlets, kitchens and equipment.
- Support the team with identifying opportunities to develop the hospitality and catering services in existing and new sites and also external clients, to provide profitable sources of income for Lydiard

Park, including purchase of equipment.

- Assist the Hospitality and Catering Manager to develop and maintain a consistent approach to budgetary management, monthly stock takes, individual site trading accounts and secure the best value supply chain for catering products and ingredients.
- Support the recruitment, training and development of all hospitality and catering staff.
- Keep informed about latest trends and developments in the hospitality and catering industry, establish best practice procedures, conduct benchmarking and competitor analysis, and make recommendations to ensure maximum competitor advantage

### **Supplementary Accountabilities**

- Undertake any other duties that can be accommodated within the grading level of the post as instructed

### **Knowledge & Experience**

- A high level of catering management experience in public, private or voluntary sector, or extensive relevant experience in a catering role
- Experience in hospitality, conference and event catering
- Sound knowledge of industry standards for food hygiene and health and safety
- Full Food Hygiene Certificate and food safety system “Safer food better business” training
- Experience of supervising staff in operational roles at all levels
- Excellent communication skills, both written and oral
- Experience of working in the leisure industry at operational and supervisory levels

### **Qualifications**

- A relevant catering qualification, i.e City & Guilds 706 or equivalent. NEBS diploma

### **Decision Making**

- Rostering staff
- Stock control
- Identifying new suppliers and products
- Recipe costing

### **Creativity and Innovation**

- Insert elements of the job where creativity and innovation are required

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>Delegated supervisory responsibility</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>Kitchen &amp; Catering Production</li> <li>Staffing</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>Delegated day to day supervisory and purchasing responsibility</p> <p>None</p>
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### **Contacts and Relationships**

- External clients and partners to ensure successful and profitable business outcomes and service reviews
- Contact with officers within the Council, providing professional advice, making recommendations, obtaining stakeholder buy-in
- Assisting the Hospitality and Catering Manager to network, benchmark and exchange best practice with other catering providers

### **Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours , this means in our work we are:

#### **Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

#### **Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

#### **Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

### **Other Key Features of the role**

Unsocial hours including early mornings, evenings, weekends and bank holidays. The role is physical and

requires standing for significant lengths of time. Some heavy lifting is required.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	