

<b>Job Title:</b> Executive Chef	<b>Role Profile Number:</b> CEH39
<b>Grade: R</b>	<b>Date Prepared:</b> 29/10/21
<b>Directorate/Group:</b> Inclusive Economy and Sustainability	<b>Reporting to:</b> Head of Hotel, Conferencing and Events
<b>Structure Chart attached:</b>	No

**Job Purpose**

To lead the provision and execution of the Food, Beverage and Banqueting offer for the Hospitality Services across Lydiard Park and the wider outlets within the structure. The aim is to create a fresh, dynamic and flexible offer to guests and customers to maximise reputation and revenue.

The post holder will lead, manage and engage teams in Food Safety, menu planning and lead stock control routines, recruitment of catering team and support the other operational leads in delivering a faultless guest journey across the Hotel, Events and outlets in the borough.

**Key Accountabilities**

- Support the Head of Hotel, Conferencing and Events and lead the vision, management and revenue generation of the Hospitality offering across Lydiard Hotel and outlets under the structure
- Manage and be accountable for the full compliance with Food Safety, Health and Safety and legislation to ensure the Kitchens and outlets serve safe food and complies with labelling law and Allergy advice
- Develop, lead and manage the composition of banqueting menus and solutions with the Sales, Events and Marketing team to ensure Weddings and dining events are tailor made to the client and is a market leading offer to the residents of Swindon and the wider area.
- Design, promote and engage a calendar of dining events by working with the Sales and Marketing team to generate and sustain income
- Develop and lead dining solutions tailored to guest needs
- Engage, lead and coach the management team to inspire their teams and guests with our offering
- Ensure suppliers are chosen which provide fresh, local and sustainable food for the Hotel and wider outlets The post holder will lead the process in the acquisition of suppliers
- The post holder will know the marketplace and review food and beverage choices in the area to ensure the Hotel and outlets are market leading, outward thinking and adaptable
- Support the Head of Hotel, Conferencing and Events with leading and managing the structuring with the Hospitality package offered to visitors
- Develop and manage an attractive conference banqueting package which is adaptable and flexible. With

guidance from the Head of Hotel, Conferencing and Events, the aim is to make the Lydiard Conference Centre the go to venue in Swindon.

- Support the Head of Hotel, Conferencing and Events and Operational Leads with creating a consistent approach to Brand Standards, standard operating practices and brand standards and manage the team to ensure these are executed through adapted leadership and coaching styles
- Manage, monitor and report all budgets and lines of income.
- Create and manage business plans for Lydiard Hotel and the wider outlets under the structure across the structure to maintain and establish revenue streams
- Lead and manage the recruitment process and create a talent pool to help with succession and future promotion.
- Have a robust and well managed stock system and counting process to protect assets.
- Develop a room service option and lead the training of the team to execute for guests
- Engage, lead and influence the Assistant chefs and direct reports to create Standard Operating Practices bound by Food Standards and Health and Safety legislation.
- Practically demonstrate the creation of exciting and market leading dishes
- Create seasonal menus and dining options
- Develop and manage a private dining experience for the hotel
- Review the outlet food offering and develop menus for the mobile catering options within the hospitality vision.

### **Supplementary Accountabilities**

- The post holder will be flexible and adaptable and support/cover the other Operational Leads during their absence
- Support the Operational Lead team with Sales, Marketing and Hotel operations

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Extensive and demonstrable knowledge of the Hospitality industry
- Extensive skills in Kitchen management
- Extensive skills in creating dishes
- Extensive knowledge in the development of menus and training kitchen teams to execute
- Understanding of Guest needs in Hotel, Conferencing and Events with food, beverage and banqueting
- Managing various outlets under one structure
- Management skills in a Hospitality setting with Weddings
- Experience of managing staff at all levels
- Industry knowledge of supply chain, food safety and health and safety
- An understanding of produce and ingredients
- The ability to write menus that are both creative and profitable

## Qualifications

- A foundation degree in culinary arts or BTEC HND in professional cookery, or exceptional experience in this field of culinary arts
- Health and safety and food hygiene certificates
- Personal Alcohol Licence is desired
- Knowledge of Food Safety or equivalent

## Decision Making

- Recruitment
- The acquisition and marketing of all food, banqueting, beverage and consumables across the structure and management of cost
- Contractors and Suppliers
- Finance

## Creativity and Innovation

- The delivery of brand standards and standard operating practices for a faultless guest journey
- Development of products and services- must be adaptable and flexible to the changing marketplace

<b><u>Job Scope</u></b>  <b>Number and types of jobs managed</b> <ul style="list-style-type: none"><li>• Head Chef</li><li>• F&amp;B Team Leader</li><li>• Hospitality Coordinators (1xFT 1xPT)</li><li>• Support the Operational Leads with all direct reports- matrix management</li></ul> <b>Typical tasks supervised/allocated to others</b> <ul style="list-style-type: none"><li>• Service Delivery</li><li>• Stock Management</li><li>• Shift leadership- breakfast/dinner</li></ul>	<b>Budget Holder</b>  <b>Responsibility</b>  <b>Asset Responsibility:</b>	Yes  Income- 600k Expenditure- 400k  Equipment and all stocks
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## Contacts and Relationships

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- General Public/Guests
- Director of Operations
- Head of Hotel, Conferencing and Events
- Third Party Suppliers

- *Event Organisers*

**Values and Behaviours**

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

**Other Key Features of the role**

Ability to work across the 7 day week and unsociable hours

Ability to travel to the various outlets across the structure

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