



### JOB DESCRIPTION

**JOB TITLE:** Head Chef  
**DEPARTMENT:** Kitchen  
**RESPONSIBLE TO:** General Manager  
**RESPONSIBLE FOR:** Chefs and Head Kitchen Steward

#### Summary of Duties and Responsibilities

##### FORWARD PLANNING

To develop and implement departmental business strategies and action plans which address short, long and mid term business opportunities and incorporate objectives that are specific measurable achievable results orientated and time related.

##### BUSINESS OPERATIONS

To continuously analyse actual department performance against budget forecast and previous year. Demonstrate a pro-active approach to deviations from the plan. Monitor GSTS and mystery guest reports and communicate feedback to all concerned.

##### PEOPLE MANAGEMENT

Ensure kitchen is effectively staffed to deliver consistently high level of guest service. Demonstrate a participative management style which promotes effective use of subordinates calculating added value profit return against time and resources invested.

##### HOTEL SALES

Strive to incrementally influence key departmental performance figures and develop positive relations with clients. Negotiate new and incremental food business with explicit concern for GOP impact.

##### PROPERTY MANAGEMENT

Given available resources maximise physical product quality, protecting and maintaining physical aspect of food related areas. Identify capital requirement within five year plan for food department.

##### BUSINESS RELATIONS

To build and maintain effective relationships with the local community and vendors in order to create optimal business opportunity relations for the hotel.

##### REPORTING

To report on a regular and timely basis, pro-actively on risks and opportunities significant to the plan in order to create the required insight for other Departmental Heads.

##### BUSINESS APTITUDE

Act in the manner of a business person as if the business was their own.

#### COST CONTROL

Act to minimise inventories and costs, recommending innovative Food projects with a clear cost benefit and GOP awareness.

#### CLEANLINESS / HYGIENE

To maintain exemplary cleanliness and hygiene standards in all food areas relevant to the kitchen department. Meet all company and statutory requirements with regards to food hygiene and employee health & hygiene.

#### LIFE SAFETY

To remain alert to potential threats to life, safety and security of employees and guests, with particular emphasis being placed on fire prevention, training / awareness, evacuation and emergency procedures.

This JOB DESCRIPTION is not exhaustive, therefore the job holder may be required, from time to time, to carry out tasks as & when requested by Management.