

**JERSEY OPERA HOUSE
JOB DESCRIPTION**

POST:	HEAD CHEF
RESPONSIBLE TO:	Bars & Catering Manager
LOCATION:	Jersey Opera House
PURPOSE OF JOB:	To effectively manage all food preparation and service in our busy café / bar both for the general public and Corporate events achieving a high standard of operational efficiency.

Key tasks:

- Cooking and preparation of food on a daily basis inclusive of hospitality functions for all Jersey Opera House events
- To be responsible for the ordering of all stock for the catering outlet at the Jersey Opera House.
- To participate in the HACCP procedures according to the Company's Food Safety Management documentation.
- To maintain the Jersey Opera House's 5 star Environmental Health Accreditation
- To have total accountability for the day to day running of the kitchen service.
- To ensure that all food is properly stored, rotated and labelled to minimise wastage.
- To ensure that refrigerators and freezers are kept clean and records of temperatures are kept.
- Devising and costing of new menus inclusive of hospitality menus for the café bar in conjunction with the Theatre Director.
- To train all kitchen staff on dish specification and how to achieve food margins within financial budgets.
- To be responsible for the cleanliness of all food preparation and storage areas by implementing a daily cleaning schedule.

- To achieve food budget cost controls, ensuring minimum wastage within the kitchen and to ensure that all wastage is documented daily in respect of stock taking needs.
- To undertake staff briefings with all team members at the start of the day and liaise with the Bars & Catering Manager on event operational requirements.
- To hold and organise quarterly team meetings with all kitchen staff and Theatre Director and Bars & Catering Management if applicable.
- To attend Staff and Senior Management meeting as required.
- To ensure that all duties are carried out in compliance with Health & Safety and Hygiene policies and Fire Regulations.
- To adhere to the Jersey Opera House's Equal Opportunities Policy undertaking such duties as may be required for implementation.

Other requirements

- To work with other departments to promote the JOH as a professional and efficient organisation that provides a first class service to all our customers.
- To ensure the delivery of an effective and appropriate service to all customers, fairly and without discrimination.
- To undertake ad hoc projects and tasks required in line with the overall development of the Company as advised by the Theatre Director.

Person specification:

- 5 years residency desirable
- Suitable catering qualification
- Hygiene Certificate Level 3
- Ability to be creative about devising new food menu
- High degree of self-motivation

- Ability to work as part of a team but also unsupervised.
- Ability to solve problems quickly and efficiently.

This Job Description should not be viewed as a legal document or a set of conditions of service and it can be reviewed at any time in light of the needs of the Jersey Opera House.

