

Job Description

Job Title: Chef (Hotel and C&E)

Name of Jobholder:

Salary: £21,000

Hours: 40 hours

Reports to (title): Head Chef

Department: Operations

Date: October 2020

Main Purpose of the Job

To ensure quality food operations within the Hotel and Conference & Events.

To meet budgeted targets through the control and minimization of costs and waste

To implement and maintain the highest level of Food Safety, Health & Safety and Hygiene within the kitchen operations.

To ensure all hotel and conference & event kitchen procedures are followed correctly to the highest standard.

Key Tasks

(the major end results the job is expected to achieve)

Provide high quality food and service for the operation across the whole of Emirates Old Trafford including the Hilton Garden Inn including:

- Breakfast
 - Room Service
 - Lunch (when served)
 - Dinner
 - All conference & events
 - Hospitality Boxes (when in operation)
 - Members Servery and other Members Areas
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Ensure all Hilton and Lancashire Cricket standard operating procedures are maintained throughout all kitchen areas

Take full responsibility in any area/kitchen when directed by Line Management

Ensure all daily, weekly, and monthly cleaning schedules are completed correctly and efficiently

Carry out quality control on all aspects of the food preparation and operation

Ensure that the physical features, furnishings and appearance of all kitchens and staff canteen are maintained to the highest standard

Ensure deliveries are handled correctly

Ensure department has correct levels of stock, staffing and equipment to enable smooth functioning at all times and report to line manager if there are any issues

Monitor all equipment breakages and records and forward records to the appropriate Manager monthly

Carry out any other reasonable requests as directed by Management

Experience/Skills Required

Minimum of 3 years' experience in a Chef position within the hospitality industry. Preferably in a 3 or 4 star hotel environment and with restaurant experience.

IT REQUIREMENTS:

Basic computer skills - Microsoft Office including outlook, word and excel

Knowledge of Hilton systems preferred

GENERAL REQUIREMENTS:

Excellent organisational, time management and leadership skills

Excellent English written and verbal communication skills

Well presented with a professional manner

Must be flexible to work across a 7 day a week operation, both early and late shifts

Work well under pressure and maintain excellent multitasking abilities

Must have a recognised Intermediate or Advanced Level Food Hygiene Certificate

Must have a recognised post-secondary/high school education in Culinary Operations or similar at a Diploma or degree level

Assignment and planning of work

Agreed and signed by

Jobholder

Manager

Date

Date to be reviewed
