

JOB DESCRIPTION

JOB TITLE:	Hotel Second Chef
NAME OF JOBHOLDER:	TBC
REPORTS TO (TITLE):	Hotel Head Chef
OFFICE/HO DEPT:	Hilton Garden Inn Hotel
DATE:	November 2018

1. MAIN PURPOSE OF JOB

(one statement explaining the job's overall objective)

To support Hotel Head Chef with the smooth operation of the back of house F&B Operation within the hotel: restaurant, bar, room service and Pantry/Shop, ensuring an outstanding culinary experience is given to each customer which reflects brand and company standards. Act as the senior person in the kitchen in the absence of the Hotel Head Chef.

2. JOB SPECIFIC TASKS

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

- To drive quality food operations within the Hotel ensuring successful leadership, encouragement and training for all staff members.
- In the absence of the Hotel Head Chef - Be in charge of the kitchen during a busy service, both at breakfast and evening meal. Dealing with any issues that may arise and report them accordingly.
- Support the management of the Kitchen department to ensure effective operation on a day to day basis. This includes managing staffing rotas, information meetings
- Ensure compliance of brand standards
- Ensure the correcting handling/recording of all HACCP programmes
- To make sure the F&B department is ready for business at all times
- Ensure cleanliness of work areas at all times
- To implement and maintain the highest level of Health & Safety and Hygiene within the kitchen operations and comply with hotel security, fire regulations and all health and safety legislation
- Assist other departments wherever necessary and maintain good working relationships
- Maintain excellent relations with Restaurant and Bars Manager and the Service team and ensure that support is provided to the management of all aspects of the F&B team (both FOH and BOH).
- To ensure all hotel and departmental procedures are followed correctly to the highest standard by all staff members.
- Provide a high quality catering service for the hotel F&B operation including:
 - Breakfast
 - Room Service
 - Staff Canteen
 - Lunch (when served)
 - Dinner
 - Hospitality Boxes
- Ensure all Hilton & LCCC standard operating procedures are maintained throughout all kitchen areas
- 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
- Liaise with suppliers for any stock or equipment needs and carry out daily and weekly consumable orders & non consumable orders
- Ensure purchase order procedure is carried out correctly by all team members for all orders.
- Monitor all equipment breakages and records and forward records to Hotel Management team monthly
- Carry out any other reasonable requests as directed by Management

3. KNOWLEDGE/EXPERIENCE/SKILLS NEEDED

(the expertise needed to perform the job to the required standard)

- Previous Kitchen experience within a hotel preferred
- Ability to demonstrate delegation skills
- Excellent communication skills
- Positive attitude
- Flexibility to respond quickly and positively to a range of work situations
- Immaculate grooming standards
- 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 and you can work well under pressure and maintain excellent multitasking abilities.
- Must have a recognised Intermediate or Advanced Level Food Hygiene Certificate.
- Must have a recognised tertiary education in Culinary Operations or similar at a Diploma or Degree level.
- Microsoft Office including outlook, word and excel
- Knowledge of Hilton systems preferred

AGREED AND SIGNED BY:

JOBHOLDER:

MANAGER:

DATE:

DATE TO BE REVIEWED: