**Position Description of head Chef of Flo Harris Lodge**

Title: Part Time - Approx 20-24 hrs per week.

Type: Head Chef

Date: 24th October 2024

Reporting To: Business manager

**Position Objective**

The Head Chef will be responsible for the production of meals for residents, guests and staff of Flo Harris Lodge to the required high standard..

**Position requirements -**

**The Head Chef will:**

* Prepare and present food for FLO HARRIS LODGE to the highest standards within required time frames, in accordance with approved recipes, menus and set meal times.
* Be professionally presented, punctual, organised, trustworthy and have an attention to detail.
* They will have the ability to manage time effectively
* Adhere to current Food Safety legislation and at all times.
* Have excellent communication skills, the ability to resolve conflict in a constructive manner, be able to solve problems, and think-on-your-feet.
* Have a willingness to take initiative and make decisions when required to do so, while being able to follow reasonable requests and direction from the business manager.
* Demonstrate a visible and active commitment to: personal well-being; compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
* Uphold the Mission, Vision and Values of FLO HARRIS LODGE and maintain a commitment to the Code of Conduct at all times.
* Adhere to the processes and procedures set out in the HR Handbook.

**Competencies required**

The following competencies are required for this position:

* Certificate III in Hospitality Commercial Cookery or equivalent trade qualification Certificate.
* Minimum 5 year experience in a commercial kitchen of a similar standard.
* Current First Aid certificate.

**2 Key responsibilities / Performance measures**

Cooking and Ordering

* Design and manage the menu process.
* Serve dinner in Bain Marie
* Ability to serve special diet meals as examples - Gluten Free, Dairy Free, Vegetarian, vegan etc.
* Catering for 50-60 dinner meals per night.
* Manage ordering of all stock and establish relationships with suppliers.
* Manage stocktakes.

Management

* Treating all staff, residents and guests in a professional, friendly and respectful manner.
* Monitor and manage completion of the regular cleaning schedules.
* Maintain HACCP records on a daily basis in compliance with Food Safety regulations.

Cleaning

* Carry out cleaning duties within kitchen environment to a high standard fulfilling all legislative requirements for Food Safety Hygiene and Workplace Health and Safety.
* A commitment to sustainability and reduction of waste. All recycling and rubbish areas to be kept in a tidy, clean manner, all rubbish to be sorted into correct recycling bins, cans and plastic to be crushed in a safe manner before placing in bins.
* Floors to be cleaned and kept clear of debris throughout shift following WH&S legislation especially in high traffic areas around bainmaries.
* Follow shift procedure use appropriate mats where provided.
* Ensure all washing up is completed to a high standard and all items stored in appropriate storage areas safely.

Safety

* Safe operation of all equipment and care of equipment reporting any damages to business manager and report any breakages on the appropriate report form.
* All incidents and safety breaches to be recorded and reported in the required format.
* Recording of temperatures for storage areas including receiving and storing of food items.

**Key business relationships**

* College residents, staff and guests
* Resident and staff with special dietary requirements

**Authority level / Budget**

* Ordering within the approved budget for the rotational menus as required.
* Ordering breakfast, lunch and dinner food. - Other staff and residents will serve Breakfast and Lunch.

**3 Other relevant facts about the position Chef will:**

* Be required to take leave over the Christmas shut down period. (8 weeks on full pay)
* Additional external employment to Flo Harris Lodge is acceptable, providing that additional workloads of the chef do not interfere with the service required to Flo Harris Lodge.
* Acknowledgement This position description has been designed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.