

# Labyrinth

DINE. DRINK. DISCOVER.

## **Job Descriptions**

**Department:** Kitchen

**Responsible to:** Executive Chef / Head Chef / Sous Chef

### **HEAD CHEF**

#### **MAIN SCOPE AND PURPOSE:**

To ensure the smooth and highly effective performance of the kitchen department through professional planning, compliance, management and administration of all operational activities in line with EHO, budgets and the wider company strategy.

#### **Main duties and responsibilities:**

- Operational excellence in the kitchen.
- Work alongside our recruitment partner/Operations manager to onboard team as per budget.
- Operate within budgeted wage costs. Consistently reviewing best practice.
- Support the feasibility and development of the new experience from a food perspective.
- Source and manage suppliers.
- Continuous menu development where required.
- Ensure all recipes and menu costings are up to date on inventory management system.
- Ensure all ordering and stock take is in place within inventory management systems.
- Ensure all food hygiene, allergy and antigen work is carried out and in place with appropriate systems.
- Ensure all cleaning schedules and pest control coverage measures are in place and trained to the team. Liaising with Venue manager as required.
- Ensure the kitchen is compliant with HACCP.
- Ensure the kitchen is compliant with accident reporting procedures.
- Ensure all Chefs and KPs are trained to the appropriate food and EHO standards.
- Set up of all EHO standards and compliance requirements.

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## SENIOR CHEF DE PARTIE

### **MAIN SCOPE AND PURPOSE:**

To assist in the smooth and highly effective running of the section. Ensuring all food in preparation is highest standard, all products are stored and label correctly and follow recipes.

### **Main duties and responsibilities:**

- Assisting in the effective running of the kitchen.
- Work clean and effectively.
- Ensure you are fully prepared for service informing a senior chef if not so.
- Ensure all give order to senior chef and rotate the products in your fridge.
- Ensure you follow all food hygiene, allergy and antigen work is carried to following company standards.
- Ensure your section is clean and organised.
- Ensure the your fridges are keep to highs levell cleanliness and products are store and labelled appropriately.
- Ensure all the food sent from kitchen is of highest standard.
- Ensure you taste your food most of all you work as part of team.

## Sous Chef

### **MAIN SCOPE AND PURPOSE:**

To assist the head chef in the smooth and highly effective running of the kitchen, compliance, management and administration of all operational activities in line with EHO, budgets and the wider company strategy in the head chef absence.

### **Main duties and responsibilities:**

- Assisting in the effective running of the kitchen .
- Support the feasibility and development of the new experience from a food perspective..
- Continuous menu development where required.
- To assist with recipes and menu costings are up to date on inventory management system.

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- Ensure all ordering and stock take is in place within inventory management systems.
- Ensure all food hygiene, allergy and antigen work is carried out and in place with appropriate systems.
- All cleaning schedules and pest control coverage measures are in place and trained to the team. Liaising with Venue manager as required.
- Ensure the pastry kitchen keep to high level cleanliness and products are stored and labelled appropriately.
- Ensure all the food sent from kitchen is of highest standard
- Supporting with Write rota ensuring there are both fair and all shifts are covered

## **Health and Safety:**

- Proactively support the Company's health and safety agenda.
- Ensure all team members are aware of their Health and Safety responsibilities as required by the company Health and Safety Policy, monitor compliance with procedural requirements.
- To be aware of and comply with safe working practices as laid down under the Health and Safety policy as applicable to your place of work, including awareness of any specific hazards in your Workplace.
- Ensuring the wearing of appropriate protective clothing provided by or recommended by the Company will be obligatory and ensure this is applied across all departments where applicable.
- Report any defects in the building, plant or equipment according to venue procedures.
- Ensure that any accidents to team members, customers or visitors are reported immediately in accordance with correct procedures and ensure awareness of these procedures across the division.
- Attend Statutory Fire and any relevant Health and Safety training, be fully conversant with and abide by all rules concerning Fire and Health and Safety. Be vigilant in ensuring this is managed effectively across the operation.

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- To be fully conversant with all Risk Assessments for your departments, COSHH Regulations, Fire and Bomb Procedures and ensure team are up to date and proactively manage their responsibilities in these areas.

## **Equal Opportunities**

The company will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed-term contract status, sexual orientation or religion in the engagement of personnel.

## **Confidentiality**

Whilst working for the Company there will be access to a wide variety of confidential information concerning the Company, Customers and Team members. It is vital that all such information remains confidential and must not be disclosed to anyone outside the Company, unless otherwise stated.

## **Any other information**

This job description is intended to illustrate the main duties and responsibilities of the job. It is not to be regarded as exhaustive. Other tasks and responsibilities of a broadly comparable nature may be added on a temporary or permanent basis, as appropriate.