



## JOB DESCRIPTION: Head Chef

<b>Department</b>	Conference Banqueting and Events
<b>Location</b>	Liberty Stadium, Swansea SA1
<b>Remuneration</b>	Salary and bonus commensurate to experience
<b>Report to</b>	General Manager
<b>Contract</b>	Permanent / 40 hours per week / flexible working pattern including evenings, weekends, and bank holidays.
<b>Purpose of Role</b>	To deliver first-class catering services for all events at the Liberty Stadium, including but not limited to match day, conferences, and events.
<b>Roles and Responsibilities</b>	
<b>Budget Management</b>	<ul style="list-style-type: none"> <li>• Achieve the Event Day and Non-Event Day (conference and banqueting) budget turnover, maximising profit, by tight control of expenses</li> <li>• To organise all deliveries and stock levels to suit business levels</li> <li>• Manage staff numbers and variable payroll to % target within profit &amp; loss</li> <li>• Record all expenditure and deliver set cost of sale</li> <li>• Menu planning, costing and development</li> <li>• Ensure all menus are costed to achieve food margins</li> <li>• Deliver budgeted cost of sale</li> <li>• Do monthly stock take</li> <li>• Complete all Financial responsibilities in a timely manner.</li> <li>• To ensure all menus are costed correctly to achieve food cost as dictated</li> <li>• To ensure that all purchases are in line with shopping basket provided by Catering Manager.</li> </ul>
<b>Personnel Management</b>	<ul style="list-style-type: none"> <li>• Ensure all kitchen staff are hygienic and well presented at all times.</li> <li>• To produce a costed rota for chefs and kitchen porters in accordance with business demands and change as required.</li> <li>• Report weekly forecasted staff levels to General Manager.</li> <li>• Ensure regular staff levels are adjusted in line with business levels</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Ensure the business meets all Health &amp; Safety &amp; Environmental Health requirements</li> <li>• Working closely with the Hospitality General Manager on the development of the food standards</li> <li>• Manage all risk assessments and ensure any problems are resolved.</li> <li>• Complete all relevant EHO documentation and ensure they are always kept up to date, including but not limited to <ul style="list-style-type: none"> <li>○ Allergy information for all menus produced</li> </ul> </li> <li>• Temperature and cooking records</li> <li>• Fridge and freezer temperature records</li> <li>• To report, and where possible take action for, any incidences of fire, damage, loss, refrigerator breakdowns or other occurrences.</li> </ul>



<b>General</b>	<ul style="list-style-type: none"> <li>• Creating an innovative menu, with an emphasis on local fresh ingredients and making dishes from scratch, where possible or cost effective to do so.</li> <li>• Produce specifications/pictures for all menus.</li> <li>• To constantly endeavour to improve the standard of food preparation and presentation and to incorporate new technology as it becomes available.</li> <li>• Ensure good stock rotation is maintained and delivered</li> <li>• Organise day to day running of business.</li> <li>• Ensure Kitchen is well presented at all times.</li> <li>• Ensure cleaning schedules are up to date.</li> <li>• Be involved in departmental weekly event brief meetings</li> <li>• Ensure that all events are provided the service/food as set by the client &amp; event coordinator.</li> <li>• To attend business meetings and action any points as required</li> <li>• To organise own time off in conjunction with SC, Catering General Manager.</li> <li>• Working with external chefs to ensure catering delivered to the highest standards</li> </ul>
<b>Club Policy's</b>	<ul style="list-style-type: none"> <li>• Follow all Club Policies, such as Equality &amp; Diversity, Health &amp; Safety, Safeguarding, Anti-Corruption &amp; Bribery and GDPR.</li> <li>• Make suggestions to improve the working environment and contribute to positive employee relations within your area of work and Swansea City Football Club as a whole.</li> <li>• To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.</li> <li>• To comply with all aspects of the Swansea City Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health &amp; Safety</li> <li>• Ensure effective communication within your work team and across Swansea City whilst actively offering support and guidance as necessary.</li> </ul>
<b>Person Specification</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• BTEC HND in Professional Cookery or BTEC HNC in Cookery or Hospitality Catering working towards a HND</li> <li>• Level 3 or above in Food Hygiene Certificate</li> <li>• Excellent organisational skills</li> <li>• Ability to work under pressure</li> <li>• Attention to detail and the ability to identify and solve problems</li> <li>• Excellent personnel management skills</li> <li>• The ability to communicate concisely, assertively and effectively and at all levels of the organisation</li> <li>• Ability to work flexibly including evenings and weekends</li> <li>• Ability to prioritise between conflicting demands</li> </ul>



<b>Desirable</b>	<ul style="list-style-type: none"><li>• Relevant qualification in Health and Safety</li><li>• Evidence of continual professional development and a desire to increase sport nutrition knowledge.</li><li>• Relevant experience of working in professional sport</li></ul>
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The closing date for this vacancy will be **Wednesday 27<sup>th</sup> January 2021**

If you believe you have the right mix of skills for this position, please complete the Application Form available [here](#) or email [hrcatering@swanseacity.com](mailto:hrcatering@swanseacity.com) to request an application form.

**Please note CV's will not be accepted.**

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role.

We are particularly encouraging applications from women, disabled people and Black, Asian and Minority Ethnic (BAME) individuals who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency and nature of contact with children). Appropriate references are also required.

***Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.***

***Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview***