



Job Title: Lead Chef

Job Level:

Responsible To: Head Chef – Sport & Leisure

Direct Reports: Chef, Cook and Kitchen Assistants

Place of Work: Ponds Forge ISC

Purpose of the Job:

To manage the kitchen operation at Ponds Forge ISC, ensuring that all food for hospitality, events and general public is to the highest possible standard and that the kitchen is run in a safe and hygienic way. To support the Food & Beverage Manager and Central Sport and Leisure Food & Beverage to ensure that we always exceed the customers expectations. Each day comes with a different challenge at Ponds Forge so the chef will need to be flexible and have a passion for working with fresh ingredients in a creative flare.

Key Responsibilities:

- Menu planning, costings and working to a set GP
 - Assist or work from other venues within SCT due to business needs
 - Ensure that all relevant administrative tasks are carried out and all legal paperwork and allergy information is filled in and up to date.
 - Forward planning for upcoming events ensuring that the correct stock is ordered and waste is kept to an absolute minimum
 - Build relationships with local suppliers
 - Coach and develop junior members of the kitchen team
 - Mentor and point of contact for apprenticeships within Food & Beverage
 - Create a comfortable working environment and have a can do attitude.
 - Assist in monthly stock takes making sure that all food areas are organised and easy to count.
 - Plan and work alongside the Sport & Leisure Head Chef to create menus given particular consideration to the customer needs and expectations, nutrition, quality and costs.
 - Liaise with the Sport & Leisure Central Events Team to make sure that the kitchen has the most up to date information on upcoming events whilst providing a high standard of support to large events at Ponds Forge and other SCT Venues
 - Ensure compliance with all systems, policies and training to ensure adherence to all relevant legislation e.g. health and safety
-

- Ensure company policy is adhered to and group initiatives are effectively implemented on a daily basis.
 - To assisting the Food & Beverage Manager in the compilation of budgets by providing accurate financial information including gross profit percentages.
-

Expected Behaviours

ICAN – Our company culture is built on this ethos. Supporting, helping, offering excellent service to all customers, stakeholders, and colleagues.