

NANCARROW FARM

Job Specification

The Role:

Job role:	Head Chef
Location:	NANCARROW FARM– Zelah
Starting Wage:	Competitive
Working Hours:	Full time
Job Holder's Name :	
Line Manager:	Exec Director – STEVE CHAMBERLAIN
Key relationships:	Directors, Events Managers, Senior Sous Chef, Chef/Maintenance, Kitchen gardener

Purpose:

Our vision is to create a totally unique place to feast, a memorable, collaborative eating experience with our farm's produce at the heart.

The Head Chef has responsibility for the kitchen: for delivering and developing menus and sourcing strategies. Working closely with the Chef Director, the Head Chef will strive to maximise the use of all farm and kitchen garden produce as main ingredients for all recipes; sourcing and pricing and the management of kitchen resources and costs. Ensuring the professional development and progression and welfare of the kitchen team; and directing effective kitchen operations to enable the delivery of consistently exceptional food for the unique customer experience at NANCARROW.

The Head Chef will be responsible for the day to day running of the kitchen, ensuring that statutory food, hygiene and Health & Safety standards are always maintained by the kitchen team. This will include the leadership and management of the kitchen team to ensure appropriate management, supervision and delegation.

Responsibilities:

Senior Management

1. To manage your departments costs within the budget, identify the management information available in your own area and act credibly on matters that affect business finance.
2. Contribute to strategic planning and work, as a senior manager, ensuring that you act in the best interests of the business at all times through understanding the business strategy, key competitors and how the business fits within the wider hospitality industry in which it operates.
3. Play a pivotal role building Nancarrow's event offering within the following areas
 - Weddings
 - Restaurant & special events
 - Corporate conferences & dinners
 - Cookery school / workshops
 - Collaborations
 - Festivals

NANCARROW FARM

4. Work within the management team to proactively develop and maintain a customer centred culture and drive behavioural change through encouraging others to seek and act on feedback.
5. Contribute to discussions and planning across the business, and outside of your own department, in order to further and benefit the business and ensuring effective communication at the appropriate level to the senior team at all times.
6. Oversee the effectiveness of the whole team and ensure consistency, efficiency, professionalism and effective communication to drive a strong cultural belief in the brand and product /service.
7. Lead by example to ensure the whole team are consistently operating in an empathetic, fair and professional manner.
8. Attend internal meetings as requested. Represent the kitchen team effectively by reporting information to other senior manager on ways to improve performance, systems and best practises. Assist senior managers in identifying memorable event experience tactics and further development ideas and improvements.
9. Comply with and enforce all the Farm's policies, standards and legislative requirements relevant to maintaining effective performance, communication, training and good business reputation; including Food Hygiene, Fire, Health & Safety regulations, attending relevant training as required – responsible as key contact for environmental health/trading standards/fire/police and all public sector officers
10. Oversee the delivery of Kitchen Garden & Larder plan maximising the quality and quantity of homegrown produce within Nancarrow Menus. Support Marketing/PR activity and promotions where appropriate. These might include
 - a. External events and demos when required
 - b. Photoshoots
 - c. Social Media/Newsletter content.

Team Management:

1. To work closely with the Chef Director to develop and maintain a strong kitchen team.
2. Work closely with the Directors and Events managers to ensure a perfect working environment at all times, ensuring all staff are on duty at the correct time, noting and reporting any absence or lateness, and that their behaviour, conduct and attitude is exemplary.
3. Ensure the kitchen team is appropriately resourced to deliver required event activity, including both full and part time team members.
4. Complete correct new starter procedures and schedule induction programme as required.
5. Undertake one-to-one performance reviews, as and when required, for the kitchen team and to monitor all performance objectives set for on training checklist.
6. To complete annual PDP review and set personal objectives and targets for following year.
7. Ensure consistency, professionalism and effective communication in the team by training to, and maintaining, agreed standards of performance and conduct, ensuring continuity in your absence through effective delegation and communication.
8. Ensure the rota supports the delivery of all calendared events and ensure adequate staff levels in line with business requirement. In conjunction with the Chef Director, monitor and plan all holidays for the team and record in the timesheets as required.
9. To ensure all financial information is provided to the Chef Director within agreed timescales.
10. To check work emails on a daily basis responding as required and communicating any necessary information to the team.

Kitchen Management:

1. To maintain & develop the 'food vision' for the Farm, updating and refreshing the food offering, recipe/menu development in support of the Chef Director – while staying true to the

NANCARROW FARM

ethos of the brand. Encourage the wider team to contribute to this process.

2. Maintain the "master" menu file – provide team training to ensure consistency of product knowledge throughout team.
3. Be responsible for a smooth and efficient service flow, maintaining communication with the Events Managers, with a focus on exceptional customer service
4. Create and update templates of best practise, to ensure smooth planning and execution of events at Nancarrow.
5. Ensure all the suppliers/produce used comply with the NANCARROW food values and ethos - that no supplier/ produce is used unless and until it is appropriately recorded within our Food safety management system (see food safety policy- suppliers records)
6. Responsible for the upkeep of the SFBB folder and the maintenance of the Food Standards Agency 5 star rating.
7. Ensure all the menus issued comply with the NANCARROW food vision, values and ethos - to make the best use of ingredients with the emphasis on local supply (specifically Nancarrow Farm's own produce) consideration for seasonality and a yearly plan to preserve/pickle excess as larder items.
8. Oversee the ordering, storage and rotation of stock in line with Farm's policies and Food safety Management System to minimise waste and maximise freshness - manage costs and GP with consideration of value of the produce.
9. Ensure that the Events managers, chefs, FOH and key personnel are briefed on menu items, communicating all relevant provenance, allergen, nutritional and other distinctive information.
10. Ensure that the chef/Maintenance fulfils his responsibilities for maintenance of kitchen equipment and that it is used for the performance of kitchen duties safely and following instructions, ensuring all the kitchen team are trained to operate equipment safely and standards are maintained.
11. Ensure the Finance Manager has all necessary and accurate time sheets, stock sheets (using technology and equipment effectively) wastage sheets for the Kitchen as required.

Events management:

- 1) Support Events manager/Chef Director as a key point of contact for Nancarrow customers.
- 2) Provide information and menu details (annual kitchen plan) to the Events managers for to be imputed into the calendar of activity
- 3) Provide information and menu details to the Events managers for the 'Event Planner' for each individual event
- 4) Liaise with the Events managers on event operations – conduct pre event briefings on service flow, menu and all customer requirements
- 5) Event day – ensure the event runs to plan, overseeing the kitchen and external suppliers run as per plan.
- 6) Attend weekly meetings with management team to review and plan event activity and contribute proactively to the ongoing success and development of the business.

Person Specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE
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NANCARROW FARM

<p>Relevant Experience</p> <p>Work and non-related work experience relevant to the job and organisation</p>	<p><u>Kitchen</u></p> <p>Progressive career history up to Head/Exec Chef level.</p> <p>Experience of working in well-established high quality business – at supervisory level or above for a minimum of 3/5 years</p> <p>As much of our food is cooked over fire the chef must be comfortable in this environment as it is quintessentially our style of cooking and food service.</p> <p>A chef with a creative flair used to exceptional quality fresh produce – with a thorough knowledge of ingredients and how they should be used.</p> <p>Understands how seasonality, provenance and environmental factors impact on product and menu.</p> <p>Leadership and Management experience of a brigade of 15 people</p> <p><u>Finance and Business strategy</u></p> <p>Experience of managing departmental finance and minimising costs within the business.</p> <p>Understand environmental, legislative and social responsibilities and their impact within the business.</p> <p>Sound knowledge of current food hygiene, Health & safety regulations.</p> <p><u>HR & people development</u></p> <p>A natural motivator and have outstanding interpersonal & communication skills. Plenty of initiative and ability to respond to the ever changing environment/circumstances.</p> <p>Passionate about people, with a hands on approach and ability to influence at management level.</p> <p>Passionate about sharing knowledge, whilst maintaining the high standards expected of a high quality, top end food</p>	<p>Experience of using analysing and acting on management information to drive business / change / improvement</p> <p>Specialist HR/people management qualification or training cert (train the trainer award)</p>
<p>Education/ Training</p> <p>Specific qualifications and or training</p>	<p>NVQ Professional cookery – between Level 1-5</p> <p>CIEH Food hygiene/safety & H&S between Levels 1-4,</p> <p>Fire warden</p> <p>First aid at work</p>	<p>Level 3 or above in hospitality supervision</p> <p>Qualification in butchery</p>
<p>Qualities, knowledge & skills</p> <p>Personal skills, qualities, behaviour, most of these will be essential as many of these cannot be trained</p>	<p>Be fully committed to the culture and ethos of NANCARROW Farm</p> <p>Able to play an integral part in ensuring that a values based culture of excellence and learning is maintained at all times within the kitchen.</p> <p>Excellent organisational and coordination skills with an eye for details. Good time management and ability to multi task</p> <p>Able to demonstrate effective listening skills, diplomacy and excellent interpersonal skills.</p> <p>Excellent communication, motivation and leadership skills, highly passionate and enthusiastic about work.</p> <p>Communication needs strong interpersonal &</p>	<p>Interest I farming and horticulture a bonus</p> <p>Computer & technology literate</p>

NANCARROW FARM

	communication (verbal and written) Excellent judgement and personal integrity: able to make informed decisions	
Additional factors Unsocial hours/eves/weekends. Ability to drive etc.	Available to work flexible shift pattern to include evenings and weekends	Ability to drive

This job and person spec is guideline only and is not exhaustive. You may be required to perform other duties which are not expressly listed but are in keeping with the general purpose of your job role and we reserve the right to make changes to this job description as appropriate.

I confirm receipt and understanding of this job description:

Signed.....

Dated.....