



## **Head Chef Job Description**

### **Reporting to the Store Manager**

#### **Our Business**

Our aim is to be the destination for food ideas and inspiration; engaging our local community with a recipe for a better food lifestyle

#### **Our Core Values**

Our core values are that we value simplicity and we aim to enjoy ourselves while working hard. We pull together, come up with great ideas and adapt to change in order to grow with our business for the future.

#### **Our Job**

Our role as Head Chef is to be expert in everything to do with great fresh food and to lead and inspire our team of Food Champions and kitchen staff. We'll share our passion and knowledge for food with our locals, our customers and our team; reflecting the 'Jamie Magic' in what we do and how we work with food. We're advocates for quality and are dedicated to motivating our food team to deliver the best; making Recipease the destination for food ideas and inspiration.

#### **Our Experience**

We already have proven experience in the food industry, not only with food but also in managing kitchens. We are great communicators and have the ability to learn the Jamie Oliver style of cooking and then pass it on to others. We're able to engage both staff and customers during all types of training lessons in a fun, motivational way and pass on to them exceptional product knowledge while encouraging them to attend more sessions in the future. We remain calm under pressure and we adapt to change so that we can evolve and develop ourselves and our teams to help the business grow. We're also great at producing lovely food to order at both breakfast and lunch with customers watching us every step of the way in our very open kitchen. It goes without saying that we're passionate about all great ingredients and all types of food so that we can be successful in our role. Added to that we're all aware of current issues surrounding food and we have a good understanding of Jamie's story and motivation.

#### **Our Main Responsibilities**

- Building a world class food emporium for every customer
- Engaging our locals with a recipe for a better food lifestyle by leading innovative Jamie inspired cookery lessons
- Managing, inspiring and leading a great kitchen team including the Food Champions
- Achieving kitchen targets and delivering results in key operational areas
- Managing an impeccable kitchen and food prep area
- Producing great breakfasts and lunches to order for the public

## **The Details of Our Job**

### ***“Building a world class food emporium for every customer”***

I know that to be the ‘destination for food ideas and inspiration’ and ‘to engage our customers with a recipe for a better food lifestyle’, I need to be expert in everything to do with great fresh food, so I...

- know everything about our ingredients and the food products that we sell and enjoy sharing what I know with the people in our shop
- make sure that everything we do and every ingredient we use is the best in its class
- always encourage people to learn more by sharing good tips and hints, and will recommend great lessons and products our customers will benefit from
- regularly offer customers our food to try, or ingredients to sample, and talk to them about the quality and freshness of our food, great food pairings and product seasonality, helping them buy right
- train others to develop excellent sampling standards, detailed food knowledge, an understanding of food pairings and seasonality and share interesting hints and tips with the team
- talk to customers about how the seasons impact the taste and quality of food, tell them what is tasting great at the moment, and share recipes and ideas to use seasonal produce
- regularly give our customers demonstrations, helping them buy something that is going to improve the way they cook at home
- make sure our calendar of food events and lessons available is always up to date, and help our customers review and book using the calendar at our kiosk
- make sure that the Easy to Know area in the shop looks great, encourage people to make a coffee, have a read, and share their thoughts and ideas
- make it my job to find out about any local and national food events and activities, and tell our customers about them
- actively build relationships with local food ‘heroes’, and get them involved with what we are doing at Recipease
- know what is going on in our neighbourhood so I can get Recipease involved and promote Recipease’s vision within our community

### ***“Engaging our locals with a recipe for a better food lifestyle by leading innovative Jamie inspired cookery lessons”***

I love to share what I know and learn about great food. In my role I...

- ensure all my Food Champions are continually trained and are running lessons in Jamie’s style using the Recipease lesson plans. I do this partly by ensuring that I monitor the performance of each Food Champion and give them regular feedback.
- use the cookery lesson guides so I know I have the right equipment, ingredients and recipes to help me prepare well for every lesson
- make sure that my planning means that I get the opportunity to lead a variety of lessons and that I can deliver any lesson to time
- treat people in our shop like I would people in my home. I welcome them, make them feel comfortable and let them know where everything is
- love creating that positive, engaging atmosphere that reflects Jamie’s energy and style, drives the Recipease brand, and inspires my locals to improve the way they cook
- encourage people to cook at home and use their new skills in their kitchens
- make sure that my lessons reflect the ability in the group, and like to guide people through the recipes
- answer all my customers’ questions confidently. When I don’t know the answer I find out for the customer and feedback to them quickly
- seek to develop lasting customer relationships with my locals as well as building connections with people coming to a lesson for the first time
- make sure that I clean down quickly and efficiently after every lesson
- use every opportunity to train my food specialists how to deliver great learn lessons
- love to get feedback – good and bad – from my customers, and I use the feedback to help me get better at what I do

### ***“Managing, inspiring and leading a great kitchen team including the Food Champions”***

As a champion for food, it is my role to ensure that the kitchen team are set for success. I...

- motivate, inspire and train the kitchen team to cook, prepare and serve a high quality breakfast and lunch offer every day
- maintain discipline within the team and ensure that I lead by example to ensure the Recipease standards are always upheld
- work as part of the team, acting as a champion for product quality
- lead by example in everything I do. I have exceptionally high standards for our ingredients and every meal we make
- understand the importance of fun at work, and encourage my team to enjoy what they do
- make sure that every team member knows how to prepare and put together every meal on the Recipease menu
- help my kitchen team to work together, buddying up with one another to maximise their speed and efficiency when preparing our meals
- give timely feedback in a way that is appreciated by the team
- identify training needs amongst my team, and follow up on these needs in a timely manner
- am really ‘hands on’. I get involved and work alongside the team when doing the batches, lesson preparation and cleaning duties
- work with the retail team to identify the production needs for Go meals, and then write and share a schedule of what to make and prepare, providing clarity for the team
- love to share what I know with my team, and help the food specialists to grow their knowledge and skill through training and development
- love to learn new things, so encourage my team to share what they know

### ***“Managing an impeccable kitchen and food prep area”***

I take pride in where I work, and it is important to me that the environment is well organised, clean and tidy, so I...

- make sure that each Food Hygiene check required by law is carried out in a timely manner without fail
- believe I am accountable for the cleanliness of the kitchen
- act as an advocate for the cleaning rota, delegating the tasks, supporting the team and leading by example
- follow up on delegated cleaning tasks, providing timely feedback to my team
- always look for ways to minimise and control costs
- monitor wastage figures, and use the data to help me make the right ordering decisions and meet wastage targets
- complete the orders with our nominated suppliers, using the information available to me, and make sure that my orders are on time
- monitor the quality of the produce delivered to our kitchen, rejecting anything that fails to meet our standards
- always ensure that a delivery has been checked against the invoice and order and is input accurately into our system
- respond quickly to incomplete orders, and to deliveries that don’t meet our standards of quality
- feedback quality issues to my manager and supervisor
- like to make sure that deliveries are put away quickly, and that the stock is rotated at the same time
- carry out regular stock takes and use the inventory system to help me monitor and manage my stock and par levels

### ***“Producing great breakfasts and lunches to order for the public”***

I love to produce really high quality food for our customers, so I...

- learn recipes quickly with the ability to reproduce them to a high standard time after time

- work in a clean, tidy manner in order to present the best image to my customers who might be sitting right in front of me
- ensure that I'm adhering to the highest food hygiene and safety standards at all times
- interact with the customers around me to answer their questions about the menu and use the opportunity to promote lessons and the retail opportunities in the shop
- Keep calm in the open kitchen despite orders coming in thick and fast which means I can produce great food quickly without compromising on quality

**This job description is a 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 role and we reserve the right to make changes to this job description as appropriate.**