



Job Title:	Head Chef
Department:	Kitchen
Reports To:	Operations Manager
Responsibility Level:	Staff

Why This Position Exists

To serve the needs of the business, our guests and our colleagues by taking responsibility for all food production of a hotel outlet.

Members of the Kitchen Department are responsible for ensuring that all visitors to the hotel are delighted by the quality, creativity and variety of our food and beverage offerings in every area of the hotel, and that F&B is regarded as a strong point of differentiation for the hotel in its local market.

Key Duties and Responsibilities

Please note that this is not an exhaustive list of everything that needs to be done. Jannah employees always find new ways to look after the business, their guests, and their colleagues. Within this, the key responsibilities for this position are:

- Manage all Kitchens in the absence of the Executive Chef
- Create all food menus with the guidance of the Executive Chef
- Complete daily market lists to ensure quality food ordering while maintaining budgeted costs
- Meet with Storekeepers to ensure quality & par levels are maintained
- Interact closely with the Catering department to assist in function menu co-ordination and meet with clients as required
- Conduct daily shift briefings with all Chefs
- Ensure all kitchen Colleagues are aware of standards and expectations
- Liaise daily with Outlet Managers and Sous Chefs to keep open lines of communication regarding guest feedback
- Balance operational, administrative and Colleague needs
- Ensure proper staffing and scheduling in accordance to productivity guidelines
- Follow kitchen policies, procedures and service standards
- Follow all safety and sanitation policies when handling food and beverage