

Harbour Kitchen & Compass Bar

Part of Hicks Kearney Ltd.

Chef - Job Description

Overview of position

A Hicks Kearney (HK) Chef can be based at the Harbour Kitchen and Compass Bar. The Chef will pride themselves in the delivery of consistent and great tasting foods, to our customers, for both dining in and takeaway experiences. The menus are aligned to the brands, themes, and company ethos, with a focus towards burgers, local produce, and the meaning of the word 'bistro'¹ and bar. HK venues can be a busy environment, especially in the high season months, where standards must never slip or be compromised. Due to the limiting size of our establishments and their covers, a Chef is expected to be responsible and participate within all areas and duties of the kitchens.

Our Kitchen team are key players in the success of HK: with our menus focusing on good quality food that our customers can enjoy in a relaxed and friendly environment. We are not a fast-paced establishment, we want our customers to feel relaxed and unrushed during their visit.

Your role will ensure the overall: operations, cleanliness, licensing requirements, kitchen administration and food service, all run smoothly, successfully, to a consistent high standard, and adhere to any regulatory and legal requirements.

Key responsibilities

Your responsibilities, but not limited to, include:

- Control and direct the food preparation process and any other relative activities
- In conjunction with the Senior Chef and/or Company Directors, construct menus with new or existing culinary creations ensuring the variety and quality of the dishes and current trends
- Mentoring and supervising of junior kitchen staff
- Approve and "polish" dishes before they reach the customer
- Plan orders of equipment and ingredients according to identified shortages
- Report and/or arrange for kitchen machinery repairs when necessary
- Report and/or remedy any problems or defects
- With oversight and assistance from the Company Directors take the lead in hiring, managing, and training, of kitchen staff
- Oversee the work of subordinates
- Maintain records of kitchen staff attendance
- Comply with regulations and safety standards

¹ Bistro – noun – 'a small, inexpensive restaurant'.

- Foster a climate of cooperation and respect between all co-workers
- Lead by example and ensure all processes and procedures are documented with clear and meaningful instructions for staff reference.
- Management of rota, for kitchen personnel, with venue supervisor.
- Ultimately responsible for ensuring the kitchen meets all regulations including:
 - HACCP - Hazard Analysis and Critical Control Point
 - all food safety guidelines
 - health and safety
 - food hygiene practices
 - COSHH - Control of Substances Hazardous to Health
- Monitoring, upkeep, and documenting of:
 - Stock control and entry
 - Wastage
 - Allergens
 - Recipe cards
 - Menu item food costs
 - HACCP policies, processes, and procedures
 - COSHH policies, processes, and procedures
 - All kitchen linked checklists
- Data entry of goods receipts
- Perform any other reasonable duties to ensure the continued success and operation of the Harbour Kitchen and any other affiliated companies

Alongside key responsibilities

A HK Chef should possess

- Excellent knowledge of all sections
- Ability to produce excellent high-quality food
- Good oral communication
- Team management skills
- High level of attention to detail
- Good level of numeracy
- Enthusiasm to develop your own skills and knowledge plus those around you
- Adaptability to change and willingness to embrace new ideas and processes

- Ability to work unsupervised and deliver quality work
- Positive and approachable manner
- Team player qualities

Requirements

- experience as a Chef
- Ability in dividing responsibilities and monitoring progress
- Good communication skills
- Up to date with culinary trends and optimized kitchen processes
- Good understanding of useful computer programs (MS Office, restaurant management software, POS)
- Credentials in health and safety training (min NVQ Lv.2)

As part of the HK team, you will be entitled to:

- Equal share of all tips received.
- Employer pension contribution.
- Employer support, where appropriate, for further education/qualifications.
- Discounted Harbour Kitchen meals and drinks for you and your immediate family.