



## **JOB DESCRIPTION**

**Job Title:** Head Chef

**Post Reference No:** DD09

**Reports to:** Head Chef, Man O War Bar/Restaurant

**Grade/Salary:** Dependent on skills, qualifications and experience

**Hours:** 48 hours per week, working 5 days out of 7 on a rota basis

**Status:** Permanent

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The Lulworth Estate are looking for an experienced Chef with a strong background from a similar environment, to lead and develop our kitchen team at the Man O'War Bar and Restaurant at our beautiful holiday park, overlooking Durdle Door.

Applicants must have relevant commercial experience, strong organisation and communication skills as well as a passion for delivering excellent food and service.

As Head Chef, the successful candidate will be required to manage all aspects of the kitchen operation, inspiring the team to work enthusiastically and efficiently. The role will work alongside our Food and Beverage Manager and the wider leadership team to drive the business forward.

### **Main Tasks and Duties:**

- Leading the kitchen team throughout lunch and dinner service.
- Preparing, cooking and presenting high quality dishes including meat, fish and vegetables, displaying great attention to detail and a passion for every dish that leaves our kitchen.
- Costing menu items, controlling wastage and overseeing stock management and purchasing.
- Adhering to the company health and safety policy and food safety standards.
- Ensuring food storage and food equipment is maintained to a high standard of cleanliness.
- Ensuring all hygiene and fridge/hot food temperature records are kept in accordance with food hygiene requirements.
- Working to maintain GP%, assisting with stock takes.
- Ensuring the completion of weekly cleaning schedules.
- Planning resources including recruitment, rotas and menu changes.
- Promoting a positive working culture, supporting the team and aiding in the development and mentoring of our junior kitchen team members.
- Positively represent the company and demonstrate our core values.

### **Duties Expected of All Staff:**

- To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.
- To set a high standard of professionalism. This will include maintaining regular contact with colleagues, and customers verbally, in writing and via e-mail.

- To monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible.
- To regularly review, adapt, and improve systems and procedures.
- To undertake an appraisal which clearly identifies targets for continued improvement.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff, customers and visitors.

**This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the Estate operates. Other duties may be required within the general scope of the post.**

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b><u>Qualifications</u></b>	<ul style="list-style-type: none"> <li>• Due to the remote location of the business, staff should hold a full UK driving licence or be able to travel with ease to the location.</li> <li>• NVQ or equivalent industry qualification.</li> <li>• Food Safety Level 2 or 3.</li> </ul>	<ul style="list-style-type: none"> <li>• Good standard of GCSE's grades 4-9 / A*-C (or equivalent) inclusive of English and Maths.</li> <li>• First Aid qualification.</li> </ul>
<b><u>Experience and Knowledge</u></b>	<ul style="list-style-type: none"> <li>• Previous experience working as a Chef in a similar environment.</li> <li>• Strong knowledge of food preparation, cooking techniques and culinary trends.</li> <li>• Experience within a customer service environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of forecasting, planning, sourcing, and ordering food and beverage supplies.</li> </ul>
<b><u>Skills and Abilities</u></b>	<ul style="list-style-type: none"> <li>• The ability to work well in a fast paced environment.</li> <li>• The ability to handle multiple tasks simultaneously.</li> <li>• Strong attention to detail and cleanliness.</li> <li>• Good level of physical strength and stamina.</li> </ul>	
<b><u>Personal Qualities</u></b>	<ul style="list-style-type: none"> <li>• Excellent timekeeping.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• A strong work ethic, taking pride in delivering excellent service.</li> <li>• A positive, can-do attitude.</li> </ul>	

Other	<ul style="list-style-type: none"> <li>• <b>Flexibility to work evenings, weekends and Bank/Public holidays when needed as well as covering any unforeseen rota changes.</b></li> </ul>	
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**Competencies Required of All Staff:**

- Excellent interpersonal and communication skills when dealing with colleagues, visitors and external bodies at all levels.
- A positive, 'can-do' attitude.
- Keen to embrace and deliver change.
- Self-directed with a high level of personal drive.
- Commitment to achieving excellence through continuous improvement.
- Enthusiastic with ability to motivate.
- Ability to problem solve.
- Prepared to work flexibly to meet work requirements including weekends and evenings to support the effective functioning of the department and wider Estate as required.
- Ability to contribute to achieving cultural change.
- Active commitment to equal opportunities.

**Terms and Conditions:**

- This is a permanent appointment.
- The Contract of Employment will be based on the provisions of the Weld 1994 Settlement.
- Working Hours will be 48 hours per week, working 5 days out of 7 on a rota basis.
- The annual leave entitlement will be 28 working days to be taken during the period 1 January to 31 December inclusive of bank holidays or Christmas closure days.
- The appointment is subject to the satisfactory completion of a 3 month Probationary Period with a review after 1, 2 and 3 months.
- The notice period will be dependent on contract type.
- Membership of the Peoples Pension Scheme is available.
- The appointment is subject to the Estate receiving satisfactory references.
- *The successful candidate is required to advise whether they are aware of any health condition or disability which might impair their ability to effectively undertake the duties of the position as outlined above. This disclosure may result in a referral to the Occupational Health Advisor for a medical clearance prior to commencing employment.*

**Applications**

Applicants for this position must send their completed application forms to [recruitment@lulworth.com](mailto:recruitment@lulworth.com).

We are not accepting CVs at this stage from Recruitment Agencies

**The Closing Date for Applications:** TBC.

**Proposed Interview Date:** TBC.

We reserve the right to close this position before the published closing date, should the need occur. We therefore advise that you complete and submit your application as soon as possible.

Please add [recruitment@lulworth.com](mailto:recruitment@lulworth.com) to your list of safe senders to ensure that any correspondence from us does not go directly into your spam folder.

**You will be asked to provide evidence of all the qualifications listed on your application form at interview.**

Please ensure you read our GDPR Candidate Privacy Notice to understand how your data is processed. This can be found on the Lulworth website under the recruitment page or you can request a copy by emailing [recruitment@lulworth.com](mailto:recruitment@lulworth.com).

**Following receipt of completed application forms, if you have not heard from us within 2 weeks of the closing date regrettably you will not have been short listed on this occasion. All short listed applicants will be contacted within 2 weeks of the closing date or no later than 3 days prior to the interview date (where an interview date is specified).**

**Statement by appointed person:**

*(Section to be completed following offer of post to successful candidate)*

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of Chef at the Lulworth Estate.

**Signed:** .....

**Print Name (Block capitals):** .....

**Date:** .....