The Honourable Society of Lincoln's Inn

Job Title: Head Chef

Department: Catering

Reporting to: Executive Chef / Head of Catering

Responsible for: All chefs reporting to you, kitchen porters, stores personnel, agency staff and students

Post Objectives

Assist the Executive Chef in the efficient and effective running of the kitchen and to directly manage the sous chefs. To lead the team in planning, preparation and presentation of quality food and dishes at the highest standard, as expected by Lincoln's Inn Members and clients. The role will be predominantly on our banqueting team seeing over our 3.3 million turnover on our private events and our internal jobs.

Main Duties

- Leading, motivating and supporting the team: treating all colleagues with respect and dignity in accordance with our kitchen culture, promoting a can-do attitude to shape the kitchen environment.
- Taking on the responsibilities of running of the kitchen when required by the Executive Chef, including rotas, management meetings, writing food safety systems, payroll.
- Holding regular one to one meetings with the sous chefs, to promote open communications and discuss food and team development.
- Monitoring the kitchen team in preparation and assembly of dishes to the highest possible standard, as agreed with senior leaders.
- Leading and mentoring the team in the development of exceptional seasonal and innovative cuisine, including writing menus and preparing costings on the Saffron system.
- Overseeing and managing the organisation, preparation and execution of multiple events.
- Overseeing and managing food costing, ordering, wastage and reporting using the Saffron system, communicating with suppliers when needed.
- Inspecting dishes for their quality, consistency and presentation prior to service, adjusting well within time if required.
- Understanding and ensuring all staff are compliant with the Food Safety Management System and that tasks are appropriately completed.
- Ensuring the effective use of the Monika system, including ensuring staff are using as instructed.
- Ensuring all documentation and record keeping for allergens is accurate, as per FSMS.
- Effectively and appropriately sharing constructive feedback with the team, ensuring standards are maintained whilst encouraging continual development.
- Adhering to and supervising the high standard of cleanliness and safe environment in all food production areas.

- Logging and reporting all faulty equipment, attending meetings with contractors in the absence of the Executive Chef.

Training and development

You will be required to:

- Attend any relevant training course as required.
- Mentor, guide and train members of the team with planned learning objectives.
- Clearly, concisely, and promptly communicate relevant information to the kitchen team.
- Liaise with senior chefs, maintaining good professional working relationships.
- Attend any meetings as required by management.
- Plan and research for menu development, recipes, food innovation and culinary trends and food presentation.
- Have regular one to ones with the team and the executive.
- Conduct annual appraisals with active implementation of development objectives.

Finance

You will be required to:

- Write and assist with the preparation of menus within budgeted allocation.
- Ensure the team is following recipe specifications, ensuring accurately costed menus are adhered to.
- Ensure the team regularly completes planning, production and wastage forms.
- Conduct spot checks on events sheets are done monthly, ensuring dishes are still within cost.
- Ensure all areas of the kitchen are meeting GP, completing the required financial report

Health, Safety and Hygiene

You will be required to:

- Ensure COSHH and HACCP regulations are continuously adhered to, highlighting any concerns immediately and reporting as required to the Executive Chef or other management.
- Ensure the team adheres to a high standard of cleanliness, personal presentation and hygiene, wearing the correct uniform when on duty
- Ensure that all equipment is kept in good order and stored away safely and securely.
- Report any broken or faulty equipment to the correct maintenance team and record faults.
- Use the Monika food safety system effectively and efficiently.
- Ensure, including through the use of spot checks, that food is labelled and stored correctly. Issues should be addressed promptly and directly with the team.

Additional Information regarding the post

- The Inn has various kitchens on the estate. You may be required to work in any of these areas.
- The standard hours for this post are 40 per week including a one-hour lunch break. Actual hours of work will be determined by the Executive Chef in accordance with business requirements.
- You will be required to work flexibly, changing work methods, shift patterns or sections, often at short notice, to ensure the smooth running of the kitchen.

This job description is a guideline only and not exhaustive. This is a working document that may be added to or amended at any time.

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Person Specification

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Experience, knowledge and skills required

- Relevant catering qualifications i.e. City & Guilds diplomas in professional cookery BTEC HND in professional cookery, a foundation degree in culinary arts, Health and safety and food hygiene certificates
- Several years' experience of cooking in a similar position
- A comprehensive understanding of current Food Hygiene and Health and Safety practices.
- Highly positively motivated, able to use own initiative, have a can-do attitude and demonstrate honesty and integrity
- Actively interest in current food trends and catering practices to see how they may be applied to the Inn
- Excellent knowledge and ability with food presentation, with a passion for flavour and quality of food in all areas, particularly within commercial kitchen environments
- Experience in working with, supporting and developing teams at all levels, in accordance with our kitchen culture
- Proven track record of menu planning and costings
- Experience of being responsible for the running of the kitchen, ensuring highest standard of cooking, serving and presentation
- Excellent food safety knowledge and management of appropriate storage, preparation and cooking of food
- Team leadership and team building experience, developing productive relationships
- Ability to work in a pressurised environment, managing deadlines but maintaining a positive and supportive culture
- Ability to work independently, with excellent planning and organisation skills
- Ability to work flexibly as required, ensuring duties are carried out to the highest standard
- Showing honesty and integrity in all aspects of life
- Good communication and interpersonal skills, written and verbal
- Experience of organising and planning varying types of events
- Excellent customer service skills

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Benefits

What's in it for you?

There are lots of great reasons to work at Lincoln's Inn, including:

- Generous annual leave entitlement; 30+ days including closure periods over Christmas, Easter and August
- An excellent free lunch
- A 40-hour working week including paid breaks (for most roles)
- The first 5 hours Overtime paid per week then accrue Toil time
- Private Medical Insurance
- A non-contributory 12.5% Stakeholder Pension Scheme
- Interest-free Season Ticket/Bicycle loan
- Free uniform for operational roles (laundered)
- Enhanced Maternity and Paternity and Shared Parental Leave
- Great annual training and continual development support
- Bicycle stands and shower facilities
- Death in Service benefit; 6 x your annual salary
- Free eye tests and free chiropody
- Access to a confidential Employee Assistance Programme
- Team building days
- Plenty of social events, such as staff parties, quiz nights etc.
- Employment membership shopping discounts

The Honourable Society of Lincoln's Inn is committed to ensuring both its members and staff are treated with dignity and respect throughout their careers. We promote values of trust, transparency and respect for all through robust policies and procedures.