

JOB TITLE	Head Chef
DEPARTMENT	Hospitality
REPORTING TO	Hospitality Manager
RESPONSIBLE FOR	Catering Staff
SALARY SCALE	£28,623 - £32,452
PLACE OF WORK	Sabhal Mòr Ostaig, Sleat, Isle of Skye IV44 8QR

JOB PURPOSE

The Head Chef is responsible for ensuring that the standard and quality of the food production and the hygiene within the department is maintained at the highest level at all times. This role is very much hands-on, requiring attention to detail and a positive work attitude.

KEY RESPONSIBILITIES

Main Tasks

- Lead the planning, preparation, and delivery of high-quality meals, ensuring consistency, creativity, and compliance with dietary and nutritional standards.
- Manage and supervise the kitchen team, including rotas, training and development.
- Ensure compliance with food safety, hygiene, and health & safety regulations, maintaining a clean and safe working environment at all times.
- Collaborate with hospitality team to support catering for functions, meetings and special occasions.
- Oversee stock control, ordering and supplier relationships to ensure cost-effective procurement and minimal waste.
- Monitor kitchen budgets and contribute to financial planning and reporting.

Oversee and supervise all kitchen staff

- Ensure all staff are aware of their duties and what is expected of them
- Teach new staff skills they require to perform their roles to the required standard
- Delegate duties to kitchen staff as per the menu requirements
- Oversee and monitor the work of kitchen staff to ensure all tasks are done as required
- Give staff feedback on their performance to enable staff development
- Ensure any staffing issues are resolved fairly and quickly

Manage kitchen stocks

- Ensure wastage is minimised by careful supervision of food preparation methods
- Ensure proper hygienic storage methods are utilised to prevent food loss
- Ensure the security of all alcoholic and non-alcoholic drink stocks
- Oversee the ordering and control of stock levels
- Pay careful attention to the operating budgets of the department to ensure that costs are controlled to maintain the correct levels of spending

Ensure catering staff are working safely at all times

- Ensure staff are aware of and follow safe work practices at all times
- Assist other staff in the cleaning of the kitchen at the end of the shift
- Ensure all workstations are kept clean and hygienic at all times

Person specification

	Essential requirements	Desirable Requirements	Assessment Method – Application or Interview)
Qualifications and professional or vocational training	Professional cookery qualification	Food hygiene and safety certification at Level 3 or above	Application
Skills	<p>Strong culinary skills across a range of cuisines</p> <p>Excellent leadership and team management skills</p> <p>Flexible, reliable and proactive approach</p> <p>Strong communication and interpersonal skills</p> <p>Ability to motivate staff</p> <p>Ability to solve problems</p> <p>Ability to manage time, prioritise tasks and work under pressure</p>	<p>Knowledge of sustainable and locally sourced food practices</p> <p>Creative and open to innovation in menu development</p>	Interview
Experience	<p>Proven experience in a senior chef role, managing kitchen operations and staff</p> <p>Experience in menu planning, stock control and budgeting</p>	Experience working in a similar environment	

Weekly Hours

35 hours per week (working 5 days out of 7, including some weekends).

Annual Leave Entitlement

35 days including public holiday (of which some are to be taken at Christmas).

