

B R O A D W A Y

KITCHEN MANAGER/HEAD CHEF - PERSON SPECIFICATION JUNE 2021

	Essential Criteria		Desirable Criteria	
Experience	Experience of managing a busy kitchen in a restaurant, public café bar or catering operation	A/I	Experience of managing a City Centre kitchen or City Centre restaurant	A/I
	Experience of developing vegan and Vegetarian, exciting, venue appropriate menus	A/I	Experience of producing high volumes/covers	A/I
	Experience of managing, portion and stock control and wastage.	A/I/T	Experience of developing menus and catering for events, conferences and meetings	A/I
	Experience of managing a catering budget, keeping accurate records and meeting financial targets (GP, labour, overheads)	A/I/T		
	Experience of leading and managing a staff team	A/I/T	Experience of producing staffing rotas	A/I
	Experience of managing food safety and EHO regulations	A/I		
Knowledge	Minimum Level 3 NVQ Diploma in Professional cookery or equivalent	A/I	Knowledge of alcohol licencing laws	A
	Knowledge of and understanding of food hygiene regulations	A	Trained First Aider	A
	Knowledge of Health & Safety requirements and relevancy in a similar venue	A/I	Interest and enthusiasm for film and the creative arts	A
	Proficient in the use of Microsoft Office applications.	A	Personal Licence holder	A
			Knowledge of local suppliers	A/I
			Knowledge of Epos system or similar till system	A
Skills & Attributes	Creative and passionate about food and drink	I	Making gorgeous cakes, scones and pasties	
	Able to demonstrate a high standard of cooking skill	I/T	Demonstrate a commitment to improving environmental sustainability	
	Customer focused with the ability to lead others in the same	I		

	Supports and encourages positive team working behaviour leading others by example	I/T		
	Able to communicate effectively with a wide variety of customers, suppliers and partner organisations.	I		
	Ability to make well considered decisions and manage change	I		
	An organised, efficient manager with a proven track record	A/I		
	Reliable, respectful, confident and well presented	I		
	Team player with ability to work on own initiative	I/T		
	Flexible approach to working hours	A		

- A = to be demonstrated in the application form
I = to be demonstrated at interview
T = to be demonstrated by completing a measurable test