



## **Westport Coast Hotel – Executive Head Chef Job Description**

**Job Title:** Head Chef  
**Department:** Westport Coast Hotel Kitchen  
**Responsible To:** General Manager / Hotel Management

**Main Purpose of Job:** To control and manage the day to day running of the Westport Coast Kitchen, ensuring that the preparation and presentation of food complies with the required standards and costs are controlled within budget whilst maximising the customer experience through the production of interesting and creative menus.

### **Responsibilities & Main Duties**

- To prepare all dishes for service in the restaurant in liaison with the Chefs.
- To ensure that universal and statutory regulations pertaining to the safety and hygienic operations of the kitchen and ancillary areas are adhered to by all members of staff and visitors.
- Become a HACCP team member and monitor the system.
- To ensure that foodstuffs are used correctly so that wastage is kept to a minimum and staff are trained to effect good portion control.
- To ensure that the correct stocks are on hand at the right quality and quantity.
- To ensure that all menus are developed to take advantage of seasonal availability and diverse customer base - to include international cuisine and special dietary requirements.
- To ensure that all menus are calculated correctly to obtain maximum gross profit.
- Financial control of the labour costs, controlling overtime costs and invoice reconciliation against delivery notes and purchase orders.
- To communicate with the stock controller to ensure that the correct stocks are kept.
- To hold daily meetings with the Kitchen Brigade to ensure the smooth running of the Kitchen.
- To take a part in the training and development of the Kitchen Brigade to achieve a high quality of product and presentation.
- To work closely with the Stock Co-ordinator to ensure the smooth running of receiving goods for the kitchen area.
- To assist in any of the kitchens, this may require assistance within or outside normal
- To report and where possible take action about customers complaints and compliments.

- To report and, where possible, to attend to and take all necessary action, statutory and working hours otherwise, in the event of accident, fire, loss, theft, lost property, damage, unfit food or other irregularities and complete the necessary return and/or report.
- To meet the department goals and objectives in regard of gross profit margins, menu planning and standard of food presentation and kitchen hygiene.
- To comply with Irelands Best and to remember that everyone you come in contact with is a potential customer and to comply with Irelands Best Policies on:

The Internal/External customer

Service Recovery

Customer Feedback

## **Customer Care**

**“We will offer our guests a great hotel experience with genuine friendly service”.**

1. To ensure the highest standards of service and customer care are offered at all times.
2. To ensure the delivery of these services also meets the highest operational standards set out by industry as best practice.
3. To continually strive for service improvements within your department.
4. To adhere to the core values of the hotel and to cooperate, assist & serve all other departments in the hotel
5. To handle concerns & complaints from customers in a professional and tactful manner.
6. To provide hands on delivery of advice & knowledge to customers.

## **Health & Safety**

A copy of the Westport Coast Hotel Safety statement is available in your department. The duties of employees are set out as follows in accordance with section 13 of the health, safety & welfare at work act 2005.

- Take reasonable care for the health and safety of yourself and others at your place of work,
- Observe the laid-down system of work and the precautions that must be taken as well as using the correct equipment to do the job,
- Use correctly the safety aid appliances and protective clothing provided by the Hotel,
- Report at once, the management any dangerous occurrence, unsafe conditions or defects in equipment and/or premises.
- Seek advice on safety if you are not sure what to do.
- Co-operate with management in ensuring health and safety in the working environment.
- Understand and carry out all emergency procedures, fire precautions and evacuation procedures laid down.
- Attend all statutory training including refresher training.
- No smoking except in duly authorized area.

## **Environmental Policy**

All personnel are required to adhere to the strict guidelines dictated by the Hotel environmental policy and to support the reduction of all resources to include energy, water and recyclable material.

I have read and agree with the job description. I understand that the above is neither definitive nor restrictive and may be modified to meet changing needs.