



## Job Description

### HEAD CHEF

#### About Leicestershire County Cricket Club

Leicestershire County Cricket Club (LCCC) is one of eighteen first-class county clubs within the domestic cricket structure of England and Wales. It represents the historic county of Leicestershire as well as being representative of the county of Rutland. The Club's limited overs team is called the Leicestershire Foxes.

One of the Club's aims is to make its county ground the "premium Leicestershire outdoor venue" for concerts and first-class events, with the delivery of an ambitious events programme once the pandemic is behind us. It also wants to improve the way it manages staff, create a diversity action plan, and host regular members' forums. LCCC has a strong membership heritage and we are ambitious in our plans to increase our supporter base significantly over the next five years. This is a great but challenging time to join the Running Foxes.

**Job Role:** Head Chef

**Reports to:** The Catering Manager

**Job Profile:** The Head Chef will report to the Catering Manager, and they will be responsible for all aspects of kitchen management and food production. They will be both enthusiastic and creative in producing top quality food. This is a fantastic opportunity to highlight your innovative menu ideas, which are both consistent, and reflect the gross margin requirements of the business.

**Weekly hours:** A total of 35 hours per week, with flexibility over specific days worked and an emphasis on matchdays during the cricket season.

**Location:** Uptonsteel County Ground, Grace Road, Leicester, LE2 8AD

#### Key Responsibilities:

1. Preparation and presentation of high-quality food across the entire hospitality operation, including the Charles Palmer Restaurant.
2. Deliver an outstanding high-end hospitality offering for various non match day functions and events.

3. Control and monitor the kitchen financial performance, working closely with the catering manager. Ensuring stock levels are to a workable minimum and take into consideration stock rotation and assist in stock taking where required.
4. Purchasing food and supplies from designated suppliers, mutually agreed with the catering manager. Ensuring goods-in are monitored for quality and temperature
5. Establish and maintain good working relationships with individuals at all levels within the Club, and our client organisations.
6. Reacting to and anticipating customer needs whenever possible, enhancing the quality of service and in turn achieving customer satisfaction
7. Implement and maintain the Statutory and Company standards of hygiene compliance, health and safety, security, and take any action as is necessary.

### **Key Tasks:**

1. Managing our temporary chefs and porters, and planning their booking requirements
2. Organising catering production, and menu planning, assisted by the management team, and implement strong controls on tariffs and selling price to maintain agreed margins.
3. Fully endorsing, demonstrating, and conducting the company health and safety policy.
4. Ensuring the hygiene and food safety standards are met in all stages of food preparation, starting with ingredients, and ending with the finished dish, which leaves the kitchen in accordance with HACCP documentation.
5. Identifying and reporting maintenance requirements or hazards within the workplace.
6. Ensuring COSHH regulations are followed by Kitchen Porters in the safe and effective cleaning of kitchen surfaces, storage, and refrigeration

### **Catering operational duties will include:**

1. Daily food purchasing and goods inwards control, HACCP record keeping
2. Food production and meeting service requirements and deadlines
3. Ensuring all food allergens are identified at menu planning and communicated to the management and front of house team
4. Oversee food & beverage stock control
5. Maintaining effective communication amongst the team, front of house, and sales staff.
6. Monitoring of gross profitability
7. Management of operational costs
8. Assisting sales management in client meetings where required
9. Risk Assessment evaluation as required
10. Undertake internal auditing as required
11. Assist in staff training, recruitment, and induction

### What we are looking for:

- Someone with a proven record within the Hospitality industry, with a background in hotels / restaurant, Conference & Banqueting or Sports stadia hospitality.
- Impressive knowledge of all kitchen sections
- Ability to produce consistently high-quality dishes.
- Good oral communication
- Elevated level of attention to detail
- Someone who understands Food Hygiene, health & safety regulations including HACCP & COSHH.
- Love providing great service and meeting and talking to new people.
- Is highly organised and accurate in everything they do.
- Is able to multitask in a fast-moving match day environment.
- Adaptability to change and willingness to share and embrace innovative ideas and processes
- Able to build effective relationships, internally and externally.
- Positive approachable manner
- Team player qualities
- Holds a record of academic qualification relevant to the needs of the position

### Person Specification:

In your application, tell us how you meet the following criteria, using examples to provide some context for us.

	<i>Essential</i>	<i>Desirable</i>
706 /1 and 706/2 or Level 3 NVQ Professional Cookery + or relevant experience in Catering & Hospitality	✓	
Experience of managing budgets, stock, and menu GP's		✓
Level 3 Supervising Food Safety in Catering	✓	
Proven experience gained in a high-volume commercial Food and Beverage operation	✓	
Experience of leadership and staff supervision		✓
Extensive understanding of various cooking methods, and ingredients	✓	
Experience of delivering training and assessment of trainees		✓
Ability to deliver quality whilst working at a fast pace		✓
Knowledge of legislative requirements relating to the catering industry	✓	
Strong customer focus	✓	
Flexible approach to work	✓	

### **To apply:**

Please send your Curriculum Vitae with covering letter to Jacqui Dean, Administration and Governance Manager at [jacquidean@leicestershireccc.co.uk](mailto:jacquidean@leicestershireccc.co.uk)

Closing date: 5.00pm, Friday 18<sup>th</sup> February 2022

### **Equal Opportunities in Employment Policy Statement**

Leicestershire County Cricket Club will ensure that all existing and potential employees receive equal consideration, and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age.

It is the intention of Leicestershire County Cricket Club that its work force, at all levels, should reflect the composition of the city's population. To achieve this Leicestershire County Cricket Club will take active and positive steps to eliminate discrimination and to promote equality in employment.



## Staff Benefits at Leicestershire County Cricket Club

### Annual Leave

Full-time employees receive an annual leave entitlement of 25 days per annum, plus one additional day for your birthday, in addition to public holidays, giving a total of 34 days per annum. For part-time staff, their holiday entitlement is pro-rata the entitlement of a full-time employee. Staff are required to reserve three or four days holiday to be taken between the Christmas and New Year period, depending how the calendar year falls.

### Complimentary Staff Memberships

Two complimentary memberships are offered to staff each year but this is not contractual.

### Eye Tests

Eye tests are provided to staff working with Display Screen Equipment (DSE) for more than one hour per day and basic spectacles provided if they are required for DSE work. The eye test offered is enhanced to include Optomap Retinal Photography.

### Life Assurance

We will provide you with life assurance which in the event of your death while employed by us shall pay to your chosen beneficiaries a sum equal to 3 times your current basic annual salary.

### Pension Scheme

We operate a qualifying workplace pension scheme which meets the requirements of automatic enrolment. If you are eligible you will be enrolled from the start of your employment. You may opt out of the scheme but you will be automatically enrolled again every three years.

Employee contributions are 5% (net cost to a basic rate taxpayer is 4%) and employer contributions are 3%.

## Sick Pay

Employees are entitled to sick pay as follows:

Within probation	Statutory Sick Pay only (subject to eligibility including 3 unpaid waiting days)
After successful completion of probation but less than 1 year service	1 week full basic pay
1 year or more of service	2 weeks full basic pay
2 years or more of service	3 weeks full basic pay
3 years or more of service	4 weeks full basic pay

## Staff Room

During the off-season (September to April) we are able to offer a staff restroom for breaks and lunchtimes. Staff are welcome to take their own food there and the room is equipped with tea and coffee making facilities, microwave and toaster.

## Staff Discounts

Staff are entitled to a 10% discount in the Upper Meet café during the season (April to September) on hot and cold food.

Staff can benefit from a 20% discount when purchasing Club merchandise available from the Club shop.

A 20% discount is also being offered on private 1:1 coaching or net hire in the Indoor School.

## Tickets to Events

Occasionally we are able to offer two free tickets per staff member to events throughout the year, such as concerts. This is not contractual.