

This Head Chef job description template includes key Head Chef duties and responsibilities. You can post this template on job boards to attract prospect applicants.

Job Brief:

We are looking for an experienced and qualified Head Chef to organize the kitchen's activities. You will be the first in command in the facilities and will create and inspect dishes before they arrive at the customers ensuring high quality and contentment.

Responsibilities:

- Control and direct the food preparation process and any other relative activities
- Construct menus with new or existing culinary creations ensuring the variety and quality of the servings
- Approve and “polish” dishes before they reach the customer
- Plan orders of equipment or ingredients according to identified shortages
- Arrange for repairs when necessary
- Remedy any problems or defects
- Be fully in charge of hiring, managing and training kitchen staff
- Oversee the work of subordinates
- Estimate staff's workload and compensations
- Maintain records of payroll and attendance
- Comply with nutrition and sanitation regulations and safety standards
- Foster a climate of cooperation and respect between co-workers

Requirements:

- Proven experience as head chef

- Exceptional proven ability of kitchen management
- Ability in dividing responsibilities and monitoring progress
- Outstanding communication and leadership skills
- Up-to-date with culinary trends and optimized kitchen processes
- Good understanding of useful computer programs (MS Office, restaurant management software, POS)
- Credentials in health and safety training
- Degree in Culinary science or related certificate