

Job advert – Banqueting Head Chef - East Midlands Conference Centre

About us

We have an exciting opportunity that offers plenty of scope to develop a successful career in hospitality supporting the following **Nottingham Venues** properties:

East Midlands Conference Centre has recently completed a £2.1m refurbishment, providing events for up to 1000 delegates.

Sited adjacent to the 202-bedroom **Orchard Hotel**, set in 330 acres of the University of Nottingham's landscaped parkland.

Main purpose of the role

As Banqueting Head Chef, you will be responsible for overseeing all culinary operations for all banqueting functions within the East Midlands Conference Centre. You will work closely with the Executive Head Chef and be responsible for overseeing and supervising all operational issues and elements of administration to ensure the potential of the F&B areas within the business are maximised and monthly budgets achieved.

This role involves managing kitchen staff, coordinating menu preparation and presentation, ensuring food quality, and adhering to health and safety standards. You will work closely with event planners to create customised menus that meet client expectations while managing the kitchen's operational efficiency.

As an experienced and talented Head Chef, you will be responsible for performing the following tasks to the highest of standards:

- Lead the East Midlands Conference Centre kitchen team ensuring that all areas of the operation are working effectively across a seven-day operation

- Provide strategy and innovation in line with commercial food and menu planning that improve the Company's reputation for food quality and enhances client and customer experience
- Responsible for driving compliance of Health, Safety, Food Hygiene and COSHH regulations
- Drive sales through centrally driven menu plans and promotions and ensure compliance through preferred suppliers within the agreed specification and to the agreed performance, qualitative and financial targets
- Provide high quality service to customers and client in line with a food service offer that is applicable to sector and client
- Provide menus and product tasting for high-end fine dining bookings
- Meet the demands of customers by providing the right catering services within the agreed SLA and contract agreement
- Ensure financial documentation and accountancy of the unit is accurate and within agreed budgeted levels
- Manage the quality and hygiene of the food cycle from preparation through to delivery
- Actively enforce relevant statutory, company and site H&S compliance together with the monitoring of related equipment
- Evaluate and monitor standards within the department and make improvements where necessary. Supplying the highest levels of customer care and service whether in the public eye or in the back of house areas
- Motivate and lead catering employees to perform their roles to a high standard and in alignment to Nottingham Venues policies and procedures.
- Actively seek and identify opportunities for business growth and cost efficiencies within the contract and external market
- Recruit, manage, induct, train, motivate and appraise staff to promote good employee relations and operate within Company procedures and legislation.
- Maintain training records for all staff, ensuring that individual needs are recognised and met either through on or off job training
- Become part of the on-site management team and attend all Management meetings
- Be an ambassador for Nottingham Venues and to enliven the company values at every interaction.

The ideal candidate:

With a natural flair for fantastic customer service and strong supervisory skills, you'll also have a keen eye for detail, communication in this role is key, therefore fluent English is essential, however we offer a warm welcome to candidates who also speak additional languages.

Essential skills/experience:

- Proven experience in managing and leading a kitchen team within a hotel environment
- Industry acumen and knowledge of external catering developments & innovations
- Strong front of house presence with ability to engage with senior clients and team members at all levels.
- Strong financial understanding and demonstrable budgeting management.
- Experienced in adhering to and driving company initiatives.
- Personal innovation and passion, with strong work ethics and values.
- Demonstrative customer focus and service skills.
- Strong communication, and negotiation skills.
- Experience working in a standards /compliance environment.
- Food Hygiene Certificate.
- IT literate.

Desirable:

- Conference Centre experience.

Benefits

- 25 days Holidays plus bank holidays, or a day off in lieu if contract requires you to work. PLUS, an extra day holiday for each years' service (up to a maximum of 5 years)
- Real living wage employer
- Opportunity to be part of a contributory Pension scheme
- Free meals and refreshments when on duty
- Excellent training and development opportunities through our internal training program and support with professional qualifications
- Discounts available for both you and friends and family in our hotels and restaurant
- Discounted membership at the University sports facilities
- Employee recognition schemes including long service awards and monthly "Top of the tree" event

- Opportunity to earn additional payment by being a member of various employee committees
- Employee wellbeing support
- Full uniform provided
- £250 recommend a friend incentive

In May 2018 the data laws changed for the better. This means you have better control of your own data and how it's used. We want to reassure you that we treat your details carefully and your data with the utmost respect. So we've updated our Privacy Policy to reflect how we collect, protect and handle your personal information