

BURTON ALBION FC

PIRELLI STADIUM · PRINCESS WAY · STAFFORDSHIRE DE13 0AR U.K.
01283 565938 · WWW.BURTONALBIONFC.CO.UK · COMPANY NO.488096



JOB TITLE	Head Chef
LOCATION	The Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR
REPORTING TO	Head of Venue
DIRECT REPORTS	Assistant and Sous Chef(s); Kitchen Porters and Kitchen Assistants
JOB TYPE	Standard working week of 40 hours, excluding unpaid meal breaks of half an hour daily. In addition, you will be required to work outside of normal office hours, at evenings, weekends and on bank holidays and on public holidays for match days and events plus additional hours as and when required to meet the demands of the business..

Job Summary

Responsible for the delivery of a high-quality food and beverage service; managing and delivering all kitchen operations and procedures in all areas including all aspects of hospitality, conference & events and other food outlets within the Club.

The post holder responsible for continually building and developing the current excellent reputation at the stadium providing customers and supporters with an amazing dining experience.

They will liaise and work closely alongside all departments and all hospitality team members. They will also be responsible for maintaining and managing the highest levels of health & safety, & hygiene standards and ensuring that the Food Safety Management is to the highest standards.

Role Responsibilities

- Managing, planning and developing of menus for all events within agreed budgets to maximise revenue; prepare menus and techniques for food preparation and presentation which help to assure consistently high quality and to minimise food costs.
- Managing, schedule and co-ordinate the workload for Kitchen Staff and other hospitality team members to ensure that food preparation is economical and technically correct and within budgeted costings.
- Liaise with all departments including the Head of Venue for ordering, checking, staffing and special requirements to deliver an event. Also check for any alterations or additions to the event to inform all concerned of changes.
- Approve requisition of products and other necessary food supplies.
- Responsible for the high standards of hygiene, cleanliness and safety are maintained throughout all kitchen areas at all times.
- Ensure safe and correct working practices throughout including the snack outlets and store areas. To ensure correct food storage and temperatures and maintain and record them. Also, to ensure staff maintain a high standard of personal hygiene and have regard at all times for the health and safety factors affecting their area of work and that of their colleagues. Ensuring staff are aware of club standards of service, cleanliness and food presentation.

The Albion Football Club (BOT) Ltd · Pirelli Stadium, Princess Way, Burton-on-Trent, Staffordshire DE13 0AR
T: 01283 565938 · F: 01283 523199 · E: accounts@burtonalbionfc.co.uk

www.burtonalbionfc.co.uk
Full Members of The Football Association

Company Registration No: 488096 · VAT Registration No: 493 3297 59

BURTON ALBION FC

PIRELLI STADIUM · PRINCESS WAY · STAFFORDSHIRE DE13 0AR U.K.
01283 565938 · WWW.BURTONALBIONFC.CO.UK · COMPANY NO.488096



- Safeguards all food preparation team members by implementing training to increase their knowledge about safety, hygiene and accident prevention principles.
- Prepare data for applicable parts of a specified budget; projects annual food costs, and monitor actual financial results; takes corrective action as necessary to help assure that financial goals are met.
- Attend all essential management and team meetings.
- Consultation with management regarding food production aspects of special events being planned.
- Preparation, overseeing and supervising the cooking of food that requires skilful preparation.
- Ensures sufficient staffing for maximum productivity and high standards of quality.
- Evaluates food products to assure that quality standards are consistently attained.
- Working alongside with Head of Venue, assist in maintaining a high level of service principles in accordance with established standards.
- Evaluates products to assure that quality, price and related goods are consistently met.
- Develops policies and procedures to enhance and measure quality; continually updates written policies and procedures to reflect state-of-the-art techniques, equipment and terminology.
- Ensures and establishes a regular cleaning and maintenance schedule for all kitchen areas and equipment.
- Frequently obtaining feedback and comments on food and service provided and take corrective action where required.

Staff Management

- Be responsible for the day-to-day management of the department team– including the Kitchen Staff
- Responsible for undertaking formal appraisals and regular reviews with direct reports. This includes succession planning and clear development plans to meet and skills/experience gaps
- Manage all new starter, leavers, training requirements and completions for all staff; working with direct reports to ensure effective management of staff with the Department (including recruitment, annual leave and sickness monitoring, performance management etc)
- Provides training and professional development opportunities for all kitchen staff, continually providing encourage and leading by example.
- Ensure the food and beverage operation is resourced effectively and that there are accurate and appropriate staff levels to match the level of business and the service promise.
- Manage any external consultants and maintain a database of any changes and updates and inform and relay them to the Head of Venue.

Special Features:

- Whilst the Club is an equal opportunities employer, please note that this role requires a level of fitness suitable for being on your feet during matches/events; lifting and carrying of food and beverage items and equipment whilst organising facilities for events.
- All employees may be required to undertake any other duties as may be reasonably requested.

The Albion Football Club (BOT) Ltd · Pirelli Stadium, Princess Way, Burton-on-Trent, Staffordshire DE13 0AR
T: 01283 565938 · F: 01283 523199 · E: accounts@burtonalbionfc.co.uk

www.burtonalbionfc.co.uk
Full Members of The Football Association

Company Registration No: 488096 · VAT Registration No: 493 3297 59

BURTON ALBION FC

PIRELLI STADIUM · PRINCESS WAY · STAFFORDSHIRE DE13 0AR U.K.
01283 565938 · WWW.BURTONALBIONFC.CO.UK · COMPANY NO.488096



Health & Safety Responsibilities

- Take responsibility and care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.
- To comply with all aspects of the Club's Health & Safety Policy and arrangements, to enable the company to perform its civil and statutory obligations in relation to Health & Safety.

Safeguarding Responsibilities

- Adhering to safeguarding policies and procedures as outlined by the Club; and report any safeguarding or welfare concerns to the Designated Safeguarding Officer in the first instance.
- This position required an Enhanced DBS check due to the nature of the work involved.

Equality, Diversity and Inclusion responsibilities

- Hold a commitment to equality, diversity and inclusion in the workplace

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

Qualifications/Experience/Knowledge

- Relevant catering qualifications
- Food Hygiene Level 3
- Hospitality and Food Service Management would be an advantage
- Familiar with delivering first class service to customers.

Person Specification – Skills/Abilities

- Experience of delivering catering (ideally in entertainment or sport) or other fast paced, dynamic environment
- Strong sense of responsibility and being able to organise self and others
- Budgeting experience
- Courteous and focused in providing a consistently excellent/high standard of customer service.
- Excellent time management – being both reliable and punctual
- Highest standards of discretion and confidentiality
- Resilient, flexible and a positive attitude
- Team Player – expected to work well and communicate effectively within the team
- Ability to work without supervision when needed
- A desire to improve efficiencies, processes & working practices

The Albion Football Club (BOT) Ltd · Pirelli Stadium, Princess Way, Burton-on-Trent, Staffordshire DE13 0AR
T: 01283 565938 · F: 01283 523199 · E: accounts@burtonalbionfc.co.uk

www.burtonalbionfc.co.uk
Full Members of The Football Association

Company Registration No: 488096 · VAT Registration No: 493 3297 59

BURTON ALBION FC

PIRELLI STADIUM · PRINCESS WAY · STAFFORDSHIRE DE13 0AR U.K.
01283 565938 · WWW.BURTONALBIONFC.CO.UK · COMPANY NO.488096



Code of Conduct

The Club expects the highest standards of integrity and conduct in all matters concerning the Club and its employees. The Code of Conduct (along with the Staff Handbook) makes clear the standards of conduct expected from its employees and explains the responsibilities of the Club, as the employer. All employees are expected to act wholeheartedly in the interests of the Club at all times. Any conduct detrimental to its interests or its relations with its customers, suppliers, the general public or damaging to its public image shall be considered to be a breach of Club rules and policies. Discriminatory, offensive and violent behaviour are unacceptable and any complaints or concerns will be dealt with and acted upon.

Equality Inclusion & Diversity

Burton Albion are committed to ensuring that equality, inclusion and diversity of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the Club that no person, whether player, job applicant, employee, volunteer or customer, shall be discriminated against. The Club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage & civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.

The Club is fully committed to the EFL Equality, Diversity & Inclusion Standards and we particularly welcome 'entry level' applications from women, individuals from Black and Minority Ethnicities, the LGBT community and anyone with a disability.

Safeguarding

Burton Albion is committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the Club and believes that the general wellbeing, welfare and safety of all children and vulnerable adults engaged in Club activities is of the upmost importance. The Club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters – including Safer Recruitment - carried out in a spirit of partnership and openness with the child or vulnerable adult, families and the relevant local authority.

Potential applicants are advised to check on the government website (<https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give>) whether cautions / convictions should be disclosed as part of their application.

The Albion Football Club (BOT) Ltd · Pirelli Stadium, Princess Way, Burton-on-Trent, Staffordshire DE13 0AR
T: 01283 565938 · F: 01283 523199 · E: accounts@burtonalbionfc.co.uk

www.burtonalbionfc.co.uk
Full Members of The Football Association

Company Registration No: 488096 · VAT Registration No: 493 3297 59