



Job Description - Head Chef

Job Purpose

To support the effective delivery of catering, accommodation, and ancillary services on an offshore installation, in line with established work routines or task analysis, and the defined scope of services. The Head Chef plays a key role in maintaining high standards of service and in supporting the health, comfort, morale and well-being of all personnel onboard. This role is essential in contributing to a positive living and working environment, while ensuring full compliance with offshore safety, health, and hygiene regulations, as well as the offshore installation and Company procedures at all times.

Main Duties / Tasks

- Ensure all meals are served on time, to company standards and client expectations
- All food to be prepared and cooked whilst adhering to the Food Safety Act (particularly the recording of temperature controls and overall food hygiene)
- Ensure personal and team hygiene meets company and legal requirements
- Manage and rotate stock to ensure food safety and minimum wastage and achievement of contract food costs, using date marking on all necessary products
- Work with the chef manager to maintain catering budgets and ensure resources are used efficiently
- Adhere to galley cleaning rotas
- Assist in menu compilation
- Report any hazards or other irregularities
- Report any loss or damage to inventory
- As required, undertake baking and butchery to the appropriate standards
- Help with any other tasks you're able to do when needed, such as unloading containers

Additional Information

Responsibility for People

- Giving guidance and support to all the catering team working within food areas
- Conducting, Monitoring and Evaluation training for the catering team working within food areas
- Organise and plan workloads to ensure smooth service delivery
- Monitor staff behaviour and performance standards

Responsibility for Machinery / Equipment / Materials / Consumables

- Ensure equipment is used correctly, operated safely, maintained and kept clean and hygienic
- Carry out all work in line with Risk assessments, Safe Systems of Work, COSHH and Health and Safety at Work Act
- Work with chef manager to order required replacements, replenishments and purchases

Decision Making

- Take part in regular reviews and help identify and implement improvements
- Take responsibility for addressing your own development needs and future training requirements
- Fully support and participate in all client and company safety initiatives and training

Communication / Contact with Others

- Participate in pre-shift briefings with all members of the team, covering areas such as routine information and any actions regarding customer complaints
- Develop positive relationships with clients, actively seeking client and customer comments, being 100% aware of the perceptions of company service on the unit
- Report any customer complaints immediately and take the necessary action if appropriate

Experience / Qualification

- Minimum 3 years work related experience
- Professional Cookery NVQ Level 3; Professional Cookery SVQ Level 6 (or equivalent) is essential
- Hospitality Management NVQ Level 4; Hospitality Leadership SVQ Level 7 (or equivalent) is desirable
- BOSIET / FOET
- Norwegian Escape Chute (*client specific*)
- MIST
- OEUK Medical & Food Handlers Medical
- Bi-Deltoid Shoulder Measurements