

JOB DESCRIPTION

POSITION	Executive Head Chef
REPORTS TO	Head of Events
DEPARTMENT	Food and Beverage
DIRECT REPORTS	F&B Operations Manager/Café Manager/Sous Chef/Chef De Parties/F&B Supervisors/Kitchen Assistants

VISION, MISSION AND VALUES

Our Vision

A Scotland where all people value science and technology to inform decision making, empower individuals and enrich lives.

Our Mission

To be an essential bridge between citizens and science and technology. To inspire people of all ages to explore and understand the world around them, to discover and enjoy science and understand its relevance to their own lives.

Our Values

Are at the heart of our business and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **We strive for excellence** to be the best we can be to make a positive impact on society.
- **We are inclusive** and want to make GSC a welcoming, respectful, and supportive community for everybody.
- **We innovate** by being proactive, inquisitive, and always ready to learn and improve.
- **We collaborate** to build relationships with our community to empower and support lifelong learning together.

ROLE PURPOSE

Responsible for the creative vision for food and beverage within Glasgow Science Centre's successful corporate events operation and café outlets, ensuring that our 5-star service promise is exceeded through excellent customer service, unique menus, and delivery of extraordinary events to an impressive portfolio of clients.

KEY RESPONSIBILITIES

- Create and deliver an overall vision and strategic development plan for all food and beverage operations at GSC, taking our corporate events to the next level of excellence.
- Design, develop and deliver unique, innovative, and sustainable menus using local suppliers and produce.
- Overall management of the kitchen, food preparation, food and beverage offer and service delivery.
- Work with the events team to present to clients, showcasing our creativity and reinforcing GSC as an international events destination.
- Financial management including budgeting, forecasting, stock control and monitoring sales, ensuring that all operations are profitable.
- Ensuring that the quality of the food is consistently high and that hygiene standards are exceeded, and all allergens and H&S regulations are adhered to.
- To manage and implement appropriate stock control systems and reordering procedures to support the needs of the business.
- To lead and motivate the team, managing performance, development, induction, and training of all F&B staff.
- Keep up to date with trends within the food and beverage sector reflecting this in menus and service provided by the department
- To ensure all GSC kitchen equipment is kept in good working order, oversee quarterly equipment audits.
- To attend departmental meetings, training and briefing sessions as required
- To assist in the evacuation of GSC during an emergency.
- To carry out other reasonable duties/tasks as required, deliver, and meet the objectives of your team and Glasgow Science Centre.

PERSON SPECIFICATION

Qualifications, Skills, Experience and Knowledge	Essential	Desirable
Relevant experience within a fast-paced kitchen environment.	X	
A degree or relevant qualification in culinary arts or professional cookery.		X
Experience designing menus, creating new dishes with a passion for creativity and sustainability.	X	
Experience in leading, motivating and managing large teams.	X	

Knowledge of GP calculation, financial procedures, budget management and reporting and demonstrable evidence of delivering profits in a similar environment.	X	
Stock management, ordering, stock counts/controls	X	
Excellent Health & Safety knowledge	X	
Alcohol license knowledge / Personal License holder	X	

Personal Qualities

- An enthusiasm for delivering high levels of customer service, with a high degree of commitment to Glasgow Science Centre’s mission, vision, and values
- Always delivers ambitious standards and displays a passion for excellence and a flair for creativity in catering and events.
- Be innovative, creative, and driven by excellence.
- Excellent IT literacy, particularly working knowledge of Excel.
- Strong interpersonal skills, including an ability to work with various departments across the organisation and representing GSC with clients and partners.
- Strong problem-solving skills and ability to lead a team to success
- A willingness to work hard whilst under pressure.
- Ability to prioritise and take an organised approach.
- Demonstrable respect for equality and diversity and the ability to promote equal opportunity practices.
- A flexible approach to meet overall deadlines and needs of GSC, including availability to work early mornings, evenings and weekends as required.