



International Master Chefs Ltd

Rate Card 2025 - 2026

BOH Temporary Staff Rates

£18.81 p/h	£23.32 p/h	£25.52 p/h	£26.62 p/h	£28.82 p/h	£32.23 p/h	£33.33 p/h	£42.24 p/h
Kitchen Porter	Demi Chef De Partie	Chef De Partie	Pastry Chef	Sous Chef	Head Chef	Head Pastry Chef	Executive Chef

Other Temporary Staff Rates

£18.18 p/h	£18.18 p/h	£18.81 p/h	£19.91 p/h
General staff	Cleaner	Waiting staff	Bartender

£17.71 p/h	£18.81 p/h	£19.91 p/h	£24.42 p/h
Receptionist	Housekeeper	Cleaning Supervisor	Supervisor FOH





Charge Rates for Permanent Staff Rates

Projected Remuneration	Introduction Fee as a percentage of remuneration
£0 – £21,000	5.5% + VAT
£21,001 – £25,500	6.5% + VAT
£25,501 – £37,000	7.5% + VAT
£37,001 – £50,270	8.5% + VAT
£50,271 +	9.5% + VAT

How we calculate our Introduction fee

Example Calculation:

If the worker's hourly rate is **£12.21 per hour** and they work **40 hours per week**, we calculate the following:

- **Hourly Rate:** £12.21 x 40 hours = **£488.40** per week.
This represents the **weekly wage** of the worker.
- **Annual Wage:** £488.40 x 52 weeks = **£25,396.80** per year.
This is the worker's **annual wage**.

The annual wage of **£25,396.80** falls within the **£21,001 to £25,500** range (as per the pricing table). Based on this, our **Introduction Fee** is **6.5%**, which is calculated as follows:

- **Introduction Fee:** £25,396.80 x 6.5% = **£1,650.79**.

This is the **Introduction Fee** for the worker.

Additionally, **VAT (20%)** will be added to this amount.

Please review our **Terms & Conditions** and **Refunding Scheme**, which provide protection and allow for refunds, with varying percentages based on the specific periods.

Our pricings are **more than 50% below** the rates typically found in the local market.





Add-On for Temporary Staff

Inclusive of Minimum Wage Increase

- We will increase our temporary staff rates every April accordingly with national minimum wage increases as and when these occur, we will inform you of this in writing one calendar month before implementation.

Bank Holidays

- National Bank Holidays, 25th and 31st of December will be charged at a **double** rate.

Live-in Positions

- In terms of that, you have to provide live-in accommodation and
- Additional fee (travel expenses)*. Travel expenses can be the costs of return ticket/s of public transport or Mileage (£0,44 per mile).

Night Shifts

- Night shifts will be charged with an additional £2.00 on top of the regular rate.
- Night shift can be anytime between 22:00 (10 PM) and 07:00 (7 AM)

As part of the **Employment (Allocation of Tips) Act 2023**, we have updated our **Rate Card** to reflect the new requirements for positions related to tips.

Key Updates to the Rate Card:

- All **tip-related positions** will now include a requirement for businesses to **supply tip allocation details** on a **weekly or monthly basis**, depending on their internal processes.
- Our agency will **distribute tips to Agency staff on a monthly basis**, paying staff **in the middle of the following month**, once the establishment has completed the payment.
- Businesses will receive an **additional invoice of 13.8%** from the total tips amount to cover **Employer National Insurance Contributions (NICs), Pension Contributions of 4%** and **holiday pay on the tips** which is cost of **12.07%**, along with other agency-related expenses.

Important Notes:

- The **additional invoice** will be **subject to VAT**, whereas the **amount for tips allocation** will be **VAT-free**.

Please ensure that your team is aware of these changes and processes to remain compliant with the new legislation.



BOH roles overview

Executive Chef Consult & Trainer

- External auditing of HACCP, COSHH and structures to consultant on current legislation, food hygiene and health and safety laws.
- To highlight underperforming departments and strategies change and improve profit by reducing premiums
- Analyze staff performance, food quality, profit margins and payrolls
- Implement strategies to improve in findings.
- HACCP implementation, safe system of work, training strategies for front and back of house. All back of house regulations relating to health and safety and food hygiene.
- Liaise with vendors and suppliers or reduce cost and improve quality. Spec and cost menus in line with business trends.
- Recruitment and induction of new team members to increase staff retention.
- Rota's, ordering and stock control.
- Improve food hygiene rating.
- Liaise and strategize with Human Resources relating to managed performance of staff
- Brand marketing, kitchen manuals.
- Cross department relations

Head Pastry Chef

- Create recipes and food cost.
- Contributing ideas to the menu
- Lead the pastry section and organizing.
- Level 3 Food Hygiene.
- Stocking checking and ordering ingredients
- Specific to this skill set the head pastry chef will be proficient in traditional pastry techniques and above.
- Weighing and measuring ingredients
- Decorating pastries and other desserts using a variety of different sauces, toppings and other items
- Keeping accurate records
- Training Assistants or Junior Chefs
- Operating a variety of kitchen equipment
- Maintaining a clean and hygienic work environment

Head Chef

- Manage all food production
- Maintain food quality and G.P. margins
- Staff Rota's, ordering, function sheets and daily kitchen management.
- Adhering to HACCP and all company policies.
- Delegating daily tasks to the team and liaising with management of other departments to understand business operations.
- Comply with set standards as deterrents by the Company's food and safety manual.
- Producing menus in line with allergen awareness and dietary requirements.
- Controlling budgets and kitchen records.
- Ensure Hygiene standards and Environmental Health are adhered to by all staff that come into contact with food.

Sous Chef

- Lead the kitchen in the absence of the head chef
- Delegate roles and monitor junior members of the kitchen.
- Maintaining kitchen standards and food quality.
- Reporting to the Head chef and Business management.
- Coach junior kitchen members.
- Ensure the methods of preparation and presentation comply with set standards as determined by the Company
- Level 2 Food Hygiene

Pastry Chef

- Specific to this skill set the pastry chef will be proficient in traditional pastry techniques.
- able to make bread, pastries and ice cream.
- Follow recipes and specs given to him as set out by Head chef.
- Lead the section and delegate to junior members.
- Level 2 Food Hygiene.



Chef De Partie

- Working as a part of a large team on a particular section.
- To organize a section and operate in adherence to the specifications of the business.
- Maintain standards already in place and follow the instruction of someone of supervisory position on hand to report to for any assistance needed.
- Responsible for all culinary dishes that are prepared in their section.
- Knowledgeable about his or her speciality as well as culinary function in general.
- Be organized and comfortable working in a high –pressure environment.
- Able to give orders within their sections, as well reliably carry out orders handed down to them by the sous chef and head chef.
- Good understanding of spoken and written English.
- Level 2 Food Hygiene.

Demi Chef De Partie

- Assist in preparation and cooking of dishes.
- Ensure quality control of ingredients and finished dishes.
- Maintain cleanliness and organization in the kitchen.
- Assist with the development of new recipes and menu items.
- Mentor and train junior kitchen staff.
- Ensure all food safety and hygiene regulations are followed.

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Other roles overview

General Staff

General staff perform a variety of tasks depending on the needs of the establishment. They may work in various departments including kitchen, front of house, and back of house, contributing to the overall functioning of the business.

Key Responsibilities:

- Assist in daily operations of the business.
- Provide customer support and ensure a pleasant experience.
- Handle food and beverage preparation and serving.
- Maintain cleanliness and organization in work areas.
- Support supervisors and team leaders as required.

Cleaner

Cleaners are responsible for ensuring the premises are maintained to a high standard of cleanliness and hygiene. They carry out routine cleaning tasks in designated areas such as dining rooms, restrooms, and offices, following company guidelines and health regulations.

Key Responsibilities:

- Clean and sanitize assigned areas (bathrooms, floors, dining areas, etc.).
- Ensure proper waste disposal and recycling practices are followed.
- Replenish cleaning supplies as needed.
- Report maintenance issues or safety concerns.
- Adhere to health and safety standards in all tasks.

Waiting Staff

Waiters provide high-quality service to guests by taking orders, serving food and drinks, and ensuring guests have a positive dining experience. They are knowledgeable about the menu, communicate effectively with kitchen and bar staff, and handle payments.

Key Responsibilities:

- Greet guests and take food and beverage orders.
- Provide recommendations and ensure guests are satisfied with their meals.
- Serve food and drinks in a timely manner.
- Set and clear tables, ensuring cleanliness.
- Handle payment transactions and provide accurate bills.
- Address guest complaints or concerns promptly.

Bartender

Bartenders are responsible for creating and serving beverages to guests, managing the bar area, and ensuring the proper maintenance of equipment and inventory. They interact with customers, provide recommendations, and create a welcoming atmosphere.

Key Responsibilities:

- Prepare and serve alcoholic and non-alcoholic drinks.
- Maintain cleanliness and organization of the bar area.
- Monitor stock levels and order supplies as needed.
- Handle payments and operate the cash register.
- Ensure guests have a positive experience and address concerns as needed.
- Ensure adherence to health and safety regulations.

Receptionist

Receptionists are the first point of contact for guests and clients, managing check-ins and check-outs, answering phone calls, responding to inquiries, and providing assistance as needed. They are vital in maintaining a professional and welcoming atmosphere at the front desk.

Key Responsibilities:

- Greet guests and check them in and out of the establishment.
- Answer phones, respond to emails, and provide information as needed.
- Handle reservations and ensure accurate booking records.
- Manage guest requests and direct them to the appropriate departments.
- Maintain a clean and organized reception area.

Housekeeping

Housekeeping staff are responsible for maintaining cleanliness and hygiene in guest rooms, corridors, and public areas. They ensure that all rooms are stocked with necessary amenities and meet the highest standards of cleanliness.

Key Responsibilities:

- Clean and sanitize guest rooms, public spaces, and hallways.
- Change linens and towels and restock amenities.
- Ensure rooms are ready for new guests, meeting cleanliness standards.
- Report any maintenance issues to supervisors.
- Follow safety and sanitation protocols.

Kitchen Porter

- Act as a team support within any operational area.
- Washing of Pots and kitchen.
- Washing of dishes through automated dishwasher or by hand in the event of equipment failure.
- Stacking of shelves within back of house areas to maximum agreed levels.
- Provide the highest standard of personal presentation at all times.
- Basic knowledge of dishwashing equipment.

Cleaning/Housekeeping Supervisor

The Cleaning/Housekeeping Supervisor oversees the housekeeping staff, ensuring that cleaning tasks are completed efficiently and to a high standard. They manage schedules, handle guest complaints, and ensure adherence to company policies and health regulations.

Key Responsibilities:

- Supervise and guide housekeeping staff to ensure cleanliness standards.
- Conduct regular inspections of rooms and public areas.
- Ensure proper inventory and ordering of cleaning supplies.
- Handle guest complaints related to cleanliness and resolve issues.
- Maintain a safe working environment and ensure adherence to safety guidelines.

Supervisor FOH

The FOH Supervisor manages front-of-house operations, ensuring a seamless guest experience from the moment they arrive until they leave. They oversee waiting staff, manage seating arrangements, handle guest concerns, and ensure that service standards are maintained.

Key Responsibilities:

- Supervise and train front-of-house staff, including waiters and receptionists.
- Manage the flow of guests and seating arrangements.
- Ensure high standards of service and guest satisfaction.
- Handle guest complaints and resolve issues efficiently.
- Maintain inventory and manage the ordering of service supplies.
- Work closely with the kitchen and bar teams to coordinate service.





**Confirm I am authorized to sign these
rates for and on behalf of the Hirer.
Signed for and on behalf of the Hirer**

Company name	
Company number	
Company Address	
Establishment Name	
Establishment Address <small>(If different from the company address)</small>	
Representative Names	
Position held within the organization	
Date	
Stamp/Signature	

