

## **JOB DESCRIPTION and PERSONAL SPECIFICATION**

### **Sous Chef**

**Venue:** The Plough, Scalby

**Department:** Kitchen

**Reporting to:** Head Chef

**Job Objective:** Produce meals and lead food services within the required deadlines and to the company's set standards. Work within the hospitality operating budget using company nominated suppliers. Deputise for the Head Chef when required.

## **JOB DESCRIPTION**

### **Key Functions**

#### **General**

1. Assist in production, monitoring and maintaining consistent food standards and quality across all areas and during all stages of production and service.
2. To participate in the HACCAP procedure in accordance with the company's Food Safety Management document. Maintain correct use of KRB, including cleaning rota and closing down procedures. Ensure of KRB paper work is stored correctly.
3. Ensure stock rotation and use-by dates for the production of food are followed and that food is produced so not to contribute to wastage.
4. Ensure high quality control measures and hygiene systems are achieved at all times.
5. Have total accountability for the day to day running of the kitchen service in the absence of the Head Chef.
6. To help achieve food budgeted cost controls, ensuring minimum wastage occurs within the unit.
7. Purchase all food and food related products using company nominated suppliers.
8. To actively participate in the ongoing management and development of menus. Ensure all menus and dishes are created to agreed specifications.
9. To assist in all aspects of food preparation, ensuring all produce that leaves the kitchen is to brand standard.

#### **Maintenance**

1. Maintain all equipment within the catering operation with due care and diligence as instructed.
2. To notify the Head Chef or General Manager regarding engineer call outs for all repairs on catering equipment, unless otherwise instructed.

#### **Staff Management**

1. Be responsible for the actions and work performance of all staff in line of command in liaison with the Head Chef and General Manager.
2. Ensure operational areas are properly prepared for all functions each day.
3. Assist the Head Chef in ensuring staff training is identified and delivered as required including COSHH, Food Hygiene and Manual Handling.
4. Participate in management and staff meetings, deputising for the Head Chef as required.
5. Participate in the identification of training needs of all staff within line of responsibility on both an individual and group basis, including work methods, safety at work, health, hygiene and quality.
6. Undertake staff briefings with all team members at the start of the working day.
7. Ensure labour tracking sheets are compiled daily and costs are kept within budget.

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8. To assist with recruitment and induct casual kitchen staff in liaison with the Head Chef and General Manager as required and in line with HQT&H recruitment processes and procedures.
9. To review customer complaints with the Head Chef, feedback explanations and take remedial action as required.

#### **Health and Safety**

1. In conjunction with the Head Chef, ensure the company's Health and Safety Policy is fully promoted and arrangements have been made to carry out the policy.
2. In conjunction with the Head Chef, ensure company's Food Safety Management System is fully promoted and arrangements are in place to fulfill the policy.
3. Understand and have a working knowledge of all current Health and Safety legislation and Food Hygiene Legislation and the conversant with the rules contained therein.
4. Ensure quality control systems are adhered to.
5. Adhere to security processes and procedures at all times.

#### **Other Duties and Responsibilities**

1. Undertake training and development as appropriate and keep apprised of developments in his/her field of expertise.
2. Carry out any other duties as appropriate to the post and as requested by the General Manager and Head Chef.
3. Dress in accordance with The Plough uniform policy and wear protective clothing as issued.

I acknowledge receipt of, and confirm my agreement to carry out the duties as described. I understand this job description is current at the date shown above and that, in consultation with the post holder, it is liable to variation by management to reflect or anticipate changes in or to the job.

Signed: \_\_\_\_\_  
(Post holder)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(For and on behalf of HQ Theatres & Hospitality Ltd.)

Date: \_\_\_\_\_

## **PERSON SPECIFICATION**

**This role requires the successful candidate to be a well presented professional with proven hospitality service and experience relevant to the role.**

### Essential

- A proven working knowledge of English and continental cookery using fresh quality ingredients
- Proven track record of good management and effective co-ordination of a kitchen team
- Excellent and effective communication skills with the kitchen, front of house and management staff
- A positive approach to menu planning and development of hospitality service
- An ability to cope under pressure in a calm and efficient manner whilst meeting required deadlines
- Intermediate Food Hygiene certificate
- Stock taking experience
- Experience of adhering to HACCAP and KRB procedures
- Menu costing experience
- Word, excel and outlook IT skills at basic level
- A flexible willingness to work unsociable hours including evenings, weekend and bank holidays as required

### Preferable

- NVQ qualification to Level 3
- Experience of delivering good quality food service
- Kitchen budget control experience
- Experience of recruiting, inducting and training staff