

## **Senior Sous Chef**

### **Job Description**

<b>Responsible to:</b>	Head Chef
<b>Department:</b>	Catering
<b>Salary:</b>	FTE £36,000 per annum
<b>Hours of work:</b>	40 per week to be worked as a shift pattern with some evening and weekend work

#### **Purpose of role**

To assist the Head Chef in the development and delivery of all meals in College. To assist with sourcing locally produced products and serving high quality meals to students, staff and fellows. Ensuring the highest standards are maintained in order for us to continue to surprise and delight our customers.

#### **Main Duties and Responsibilities**

##### **Co-ordination of service and food preparation**

- Liaise with the Head Chef on a daily basis to ensure the smooth running of the kitchen.
- To deputise for the Head Chef as and when necessary.
- Ensure all food production is carried out to College standards and ensure complete customer satisfaction. All food production and service to be agreed with the Head Chef and Catering and Conference Director.
- Ensure accurate records are kept at all times relating to the food production and wastage, for all service periods. Ensure that all foods are labelled, stored and handled in accordance with the College and Health and Safety requirements.
- Organise the food service area to ensure that the correct portions are served at all times.
- Make sure the wastage is kept to a minimum at all times.
- Menus must be followed to ensure all financial targets are achieved.
- Ensure that all costed menus are fully followed to ensure College financial targets are met.
- To be in attendance for college feasts.

##### **Management**

- Lead by example and be a valued team member, creating and maintaining a good team spirit.
- Supervise duties giving technical advice and guidance when necessary.
- Instruct and support apprentices and other trainees in food preparation and kitchen management.
- Assist in administration duties including costings, ordering and menu writing.
- Attend all staff (including senior management) meetings and undertake training when required.
- Recognise that all members and customers are individuals and must be treated with respect.

##### **Client Relations**

- Be visible, particularly at the pass during service times.
- Consistently present a positive and professional attitude at all times so the department objectives are met.
- Deal with all queries or client comments promptly and efficiently.

**Hygiene, Health and Safety**

- Ensure all hygiene, health and safety standards are adhered to and the College's Health & Safety policy is complied with.
- Ensure the implement of cleaning rotas/schedules are carried out and spot checks are completed on each area.
- Demonstrate a consistently high standard of personal cleanliness and appearance.
- Ensure that all faults are reported as necessary to the Head Chef or Catering and Conference Director.
- Wear correct uniform and follow personal hygiene rules.

**Security**

- Maintain all aspects of on-site security and ensure all relevant instructions are followed.

The above is not an exhaustive list of duties. The post holder may be asked to take on different tasks as required, commensurate with the level of the role. All employees are expected to work collaboratively to support the overall work of the College.

