JOB TITLE: SOUS CHEF

This Job Description sets out current duties for the post of Sous Chef that may vary from time to time to meet the operational requirements of the College but without changing the general character of the post or the level of responsibility entailed.

RESPONSIBLE TO: The Senior Sous Chef

RESPONSIBLE FOR: All Kitchen personnel in the absence of the Head Chef and the Senior Sous Chef

JOB SUMMARY: Using own initiative to support the Head Chef and Senior Sous Chef to control and monitor standards to ensure that the agreed business objectives of the College catering operation are achieved. To ensure an efficient professional standard of food service to Senior and Junior College Members, external customers including Conference Delegates and guests attending Special Functions. All employees are expected to work collaboratively to support the overall work of the College

General
1. Assist the Head Chef and Senior Sous Chef on a daily basis in ensuring that a high standard of food is produced within the financial target.
2. To support the Head Chef and Senior Sous Chef in the day to day supervision of the kitchen staff including the observance of the College policy relating to respect and dignity
3. Abide by Hygiene and Safety Laws and ensure that they are observed
4. Control and monitor systems to aid financial performance (ie waste management).
5. Ensure that all stock is maintained in a hygienic and secure manner.
6. Demonstrate a professional attitude towards staff supervision and food preparation on a day to day basis in the kitchen environment.
7. Ensure at all times that kitchen staff are performing to standards specified by the Head Chef

To assist in the requirement of Assured Safe Catering
1. Ensure all kitchen personnel maintain good personal hygiene, wear the correct uniform at all times and comply with any instructions relating to jewellery, make-up etc.
2. Ensure hygienic handling of food during storage, preparation and presentation
3. Be aware of the dangers of accidents and fire within the department and the adopted procedures in case of accident or fire
4. Maintain monitoring of the various temperature records, control of food and storage facilities

Personnel & Training
1. Instruct and advise kitchen staff in relation to standards of food preparation and expectations of personal conduct
2. Ensure that absence/sickness policies are adhered to and correct use of the clocking in and out machine.
3. Have a thorough knowledge of commodities with regard to food production
4. Assist the Head Chef in identifying training and development needs.

Inter-Personal Skills
1. Demonstrate respect, dignity, courtesy, tact, patience and good humour when in contact with customers and colleagues
2. Demonstrate self-discipline, good working standards and teamwork

Statutory Requirements
1. To demonstrate a working knowledge of:
   i. H.A.S.A.W.A. 1974
   ii. Food Safety Act 1990
   iii. Any other statutory requirement
2. Communicate all statutory requirements to Food Service personnel
3. Demonstrate knowledge of procedures to follow in case of fire
4. Identify correctly fire extinguishers to use with specific fire types and ensure staff are aware of the correct evacuation procedures
5. Have the ability to administer first aid for
   a. Cuts
   b. Burns
6. Have obtained or willing to obtain a Level 4 Advanced Food Hygiene Certificate
7. To obtain and maintain a First Aid qualification

Additional Duties

1. To ensure that reasonable care is taken for the health and safety of yourself, other employees, customers and any other persons on the premises.
2. Observe all recognised safety rules and procedures together with the College Health & Safety Policy.
3. To attend training courses when required.
4. To attend departmental meetings as required.
5. Observe the College Equal Opportunities Policy, the Computer Acceptable Use Policy and the College Policy on the application of the Data Protection Act, at all times, copies of these policies are supplied to staff during their induction to employment.
6. Any other duties and responsibilities which are compatible with the post of Sous Chef which may from time to time be required.

PERSON PROFILE:

- Enthusiastic work ethic and willingness to learn.
- Demonstrate excellent time management and organisational skills.
- The ability to maintain self-discipline and work as part of a team
- Possess an ability to work with minimal supervision.
- Clear, professional and concise communicator, at all levels.
- The ability and confidence to effectively lead and supervise staff
- Calm personality especially under pressure and capability to deal reliably with problems and challenges as they arise.
- Flexibility and willingness to work the hours necessary to complete the task.
- Committed to improving services and standards.