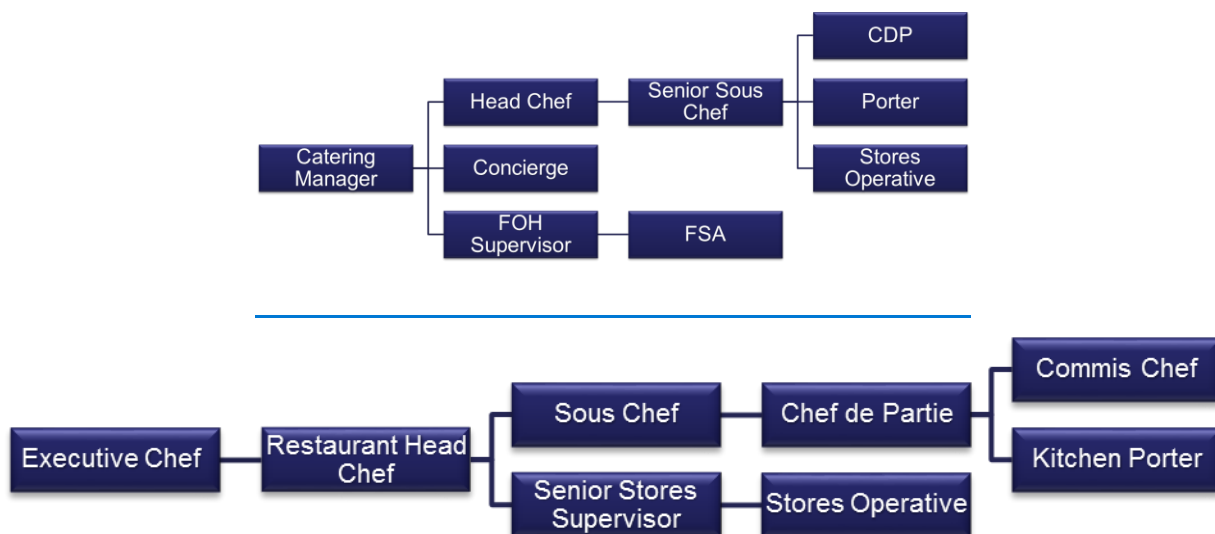


# JOB DESCRIPTION

Position Title	Sous Chef	Department	Catering
Generic Job Title	Sous Chef	Segment	Energy & Resources
Team Band	Banded	Location	London
Reports to	Head Chef	Office / Unit name	Shell Centre London Campus

## ORGANISATION STRUCTURE



## Job Purpose

- To maintain standards, company policies and procedures.
- To lead the kitchen, manage and maintain in the absence of Head Chef.
- Oversee Hospitality and support with production as and when required.
- Drive profitability for both Sodexo and client through excellence in execution.
- Support the delivery of excellent food preparation and delivery within hospitality and Events
- Working in line to budgetary targets & controls set out by the contract and Line Manager
- Managing the delivery of all food production.
- Maintain all food safety / health and safety management systems within your work areas
- Responsible for all opening and closing procedures within designated areas
- Ensure Food production/preparation and quality meets company standards
- Manage food purchasing and storage
- To use strong leadership skills to motivate the brigade

- To hold chef's meetings in the absence of either Head Chefs
- To be responsible for ensuring that all staff are briefed on Allergens and documentation completed prior to every service

## **Accountabilities** or “what you have to do”

- Deliver on a day to day basis, the services identified in the statement of works to the required standard,
- Ensuring that monitoring and auditing standards are met.
- To ensure cleanliness of the kitchen, setting standards and communicating these to all employees so that all customers enjoy well-presented professional and hygienic environment.
- To be fully conversant with the concept, presentation & delivery of all menu items & cooking methods.
- To utilise manpower to the optimum level of efficiency preparing duty rosters in accordance with food revenue forecasts, business trends & seasonal troughs.
- To deliver new menu concepts & ideas to meet the ever-changing market needs & trends.
- To ensure all staff within the department observes all Fire & Health & Safety regulations, attending any training sessions necessary to keep them updated on new legislation, and ensuring compliance with all current legal requirements. To be aware of their responsibilities under procedure of the Company Health & Safety Environment procedures.
- To introduce new menu concepts & ideas to meet the ever-changing market needs & trends.
- Responsible for the full compliance of statutory & Company Regulations regarding Food Safety & Hygiene.
- To attend and lead daily briefing meetings, weekly department head meetings, monthly Health & Safety Meetings & Quarterly Staff Meetings.
- Monitor and co-ordinate the team tasks on a daily & weekly basis, so that all food and meal requirements from visitors are met to the required standard and on time.
- To deputise for Senior Sous Chef in their absence.
- To support Senior Sous Chef to ensure all menu items are fully costed to achieve budgeted GOP% levels & Specifications are set for recipes & presentation
- Food safety management system is adhered to and maintained in line with audits scores achieved
- To supervise kitchen catering employees to perform their roles to a high standard, with commitment and passion
- Actively enforce relevant statutory, company and site OH&S compliance together with the monitoring of related equipment.
- Drive compliance with Supply chain requirements.
- H & S - Achievement of score of green on safeguard audit on your area
- Adhere to Company Purchasing and Trading compliance without fail
- Achievement of Sales and GP as set out in the budget

## **Key Performance Indicators (KPIs)** or “What it will look like when you are doing the job well”

- Recipes prepared and delivered to given specifications
- Great Food presentation and attention detail in a timely fashion
- All H&S paperwork is completed to specified schedules
- Maintain production volumes against planned production with a focus to reducing wastage
- A 'Positive Can Do' attitude is a must with a 'One Team' approach

## **Skills, Knowledge and Experience**

Essential

- Experience within a Sous Chef Role
- Experience in High Volume environment
- B&I experience advantageous
- 7061/7062 or equivalent as a minimum
- IT skills
- Strong communications skills

#### Desirable

- Experience working in a standards /compliance environment
- Demonstrative customer focus and service skills

### **Contextual or other information**

Whilst every effort has been made to ensure the details of this job description are correct - due to the varied requirements of the catering and support services industry, this job description cannot be exhaustive. Therefore, the jobholder may be required from time to time to carry out other tasks as required by management in order to meet the operational needs of the business.