

Job Description:

Sous Chef

Function:	Independent Schools Operations
Position:	Sous Chef
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Darren Edwards – Executive Chef
Additional reporting line to:	Andrew Ridout
Position location:	Wellington College Catering Department

1. Purpose of the Job – State concisely the aim of the job.
• To deliver outstanding, healthy, and nutritious food to all stakeholders in a safe and responsible manner. • Deliver exceptional customer service and to build valuable long-term relationships with colleagues, customers and clients • Communicates to build relationships and interacts appropriately with others • Seeks to raise standards and improve the quality of food and service • Works effectively and professionally with others to achieve the desired results • Robust knowledge of Allergen Management • To support the Executive Chef in all aspects of day to day management of the kitchen

2. Main assignments – Indicate the main activities / duties to be conducted in the job.

- To have oversight and responsibility of all food with due care and attention, and be accountable for customers' special dietary requirements to include all allergies
 - To champion all elements of allergen management, ensuring safety always comes first.
 - Ensure pre service briefings are conducted and replenishment of food is maintained to ensure service periods do not stop
 - To actively manage the team to be proactive in ensuring that all preparation is done in good time for every service
 - To take responsibility for the provision of food to the required standards for each service and hospitality as required, keeping records as appropriate, and liaising with other departments as necessary to ensure customer satisfaction.
 - Assist the Executive Head Chef and other Sous Chefs with the smooth running of the kitchen
 - To monitor the cooking, chilling and storage of foods, keeping records as required and taking appropriate action where necessary to ensure that we comply with HACCP procedures
 - To monitor the quality of food leaving the kitchen and take appropriate action where necessary to ensure customer satisfaction
 - To pre-empt any unforeseen problems and have the foresight to implement a solution before it becomes an issue
 - Work closely with the front of house team to facilitate consistent standards of service at all times
 - To actively supervise and monitor all food waste ensuring it is recorded correctly and consistently
 - Ensure that temperatures of fridges, freezers and all hot cupboards/services are monitored and recorded in line with Company Regulations and Food Safety Act
 - Implement the hygienic cleaning of the kitchen to comply with all Health and Safety regulations
 - Implement and periodically review cleaning schedules to meet agreed standards
 - Promote a good company image to customers and guests by using positive customer service practices and behaviours
 - Lead the team for the set up, presentation and execution of all catering functions
 - To assist, as required, at special functions, some of which may occur outside normal working hours, for which you will be offered TIL or maybe paid overtime if required.
 - To actively participate in all food ordering as required from agreed suppliers and ensure that stock is rotated, labelled and stored in compliance with procedures laid out in the H&S and FS manual so that food safety and quality is maintained
 - Ensure that all goods are correctly and quickly stored away on a "first in first out" basis and comply with Health and Safety regulations
 - Comply with all statutory and company requirements
 - Support the Exec Chef with operating costs and controls to ensure Client and Sodexo are achieving optimal financial health
 - To deal with maintenance issues, completing maintenance tickets, thereby ensuring that the Kitchen fabric and equipment is kept in a safe, cleanable and fully functional condition.
 - To report any complaints or compliments and take action where necessary
 - To report any incident of accident, fire, theft, loss or damage and take action as may be appropriate
 - To attend meetings and courses, as required
- PEOPLE.**
- To supervise and train staff on all aspects of Health and Safety/Food Safety including relevant Safe Systems of Work and Competency Checks throughout the Kitchen. Taking appropriate action to maintain safe and equitable work levels whilst being sensitive to, and aware of problems and health issues; raising them to Executive Chef where necessary
 - Measure the performance and development of your team by providing feedback and reviewing and completing the company annual review process
 - To provide good communication to the team to include information from daily Team Huddles, Safety Focus Moments etc
 - Promote a friendly working relationship with colleagues
 - To role model managerial behaviours and to hold oneself and others to meeting commitments

BUSINESS IMPROVEMENT

- Always seek out new and innovative ways of doing things
- Be proactive in overcoming barriers to success
- Provide feedback on how we can improve our performance and embrace change
- To undertake occasional duties outside the normal routine but within the scope of the position and the department activities

3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- To deliver the highest food and beverage service at Wellington College consistently aspiring to be one of the UK's leading Independent Schools
- Creativity – demonstrating a desire to see constant change and freshness with innovation being the key to success
- Using clear direction and the best people skills; employing high staff engagement strategies
- Ability and resilience to working in a fast paced demanding environment

4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Robust allergen management and food safety ensuring consistent delivery of service to high standards
- Ensure all output is to the agreed contract specification standards which are auditable
- Read and familiarize yourself to all Sodexo Policies relevant to your role and that of the department

5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- Catering up to 3000 meals daily within the main dining areas over breakfast, lunch and supper services
- Provision of breakfast and supper services within three of the boarding houses
- Management of a team of 30 within the kitchen working 5 out of 7 across all services including weekends

6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

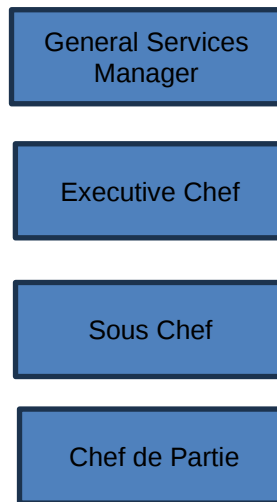
- Qualifications City and Guilds 706/1 706/2 or equivalent
- Food Safety Certificate
- Strong level of literacy and numeracy
- Computer literate
- Highly effective communication and interpersonal skills with the ability to work effectively as part of a team
- Self motivated with the ability to analyse problems, develop opportunities and implement innovative solutions
- Strong ability to increase individual effectiveness through leadership, motivation, communication, coaching and training
- Excellent time management and organisational skills
- Able to demonstrate positive attitude to self-development; willingness to learn in role and identify own training needs as appropriate
- Strong ability to build professional partnerships and communicate at all levels, particularly at senior levels
- Ability to set high standards, achievable through striving for continuous improvement

- Flexible approach to role, working hours and to promote a positive mental outlook to all aspects of work

Desirable Criteria

- Advanced level Food Safety Certificate
- Contract catering experience
- Experience of managing a large diverse team
- Hold a personal driving license

7. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



Levels

--	--

Received:

Date:

Date:

Job holder

Immediate Manager