

Function:	Sodexo Live!
Position:	Junior Sous Chef
Job holder:	N/A
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head Chef
Additional reporting line to:	
Position location:	Fulham Pier, Craven Cottage, London

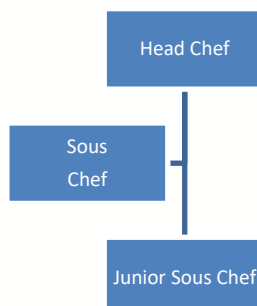
1. Purpose of the Job – State concisely the aim of the job.

- The Junior Sous Chef supports the Head Chef and Sous Chef in the day-to-day management of kitchen operations, ensuring the consistent delivery of high-quality food and service standards. As a developing member of the kitchen leadership team, the Junior Sous Chef helps supervise kitchen staff, maintains food safety and hygiene standards, supports stock management, and contributes to the efficient running of all kitchen sections. The role provides a stepping stone into senior kitchen management while developing leadership, operational, and culinary skills.

2. 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.

Revenue FY26:	n/a	EBIT growth:	n/a	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	n/a						
		Net income growth:	n/a			Outsourcing growth rate:	n/a	HR in Region	Katie Pollington

3. Organisation chart – Indicate schematically the position of the job within the organisation. 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.



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

The Junior Sous Chef will work within a busy, fast-paced hospitality environment where maintaining food quality, consistency, and efficiency is critical. The role requires balancing hands-on cooking responsibilities with supervisory duties and supporting the wider kitchen team.

- Maintaining high culinary standards during busy service periods
- Supporting the management and motivation of kitchen staff
- Ensuring compliance with food safety, hygiene, and health and safety requirements
- Managing stock levels, food rotation, and waste control effectively
- Responding quickly and calmly to operational issues during service
- Supporting service delivery in the absence of senior kitchen managers
- Developing less experienced team members while continuing personal professional growth

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

- Support the Head Chef and Sous Chef in the daily operation of the kitchen
- Assist in coordinating kitchen activities to ensure smooth and efficient service
- Lead designated sections and support the supervision of all kitchen areas
- Ensure all food preparation is completed to the required standard and within service timelines
- Prepare, cook, and present dishes in accordance with specifications and standards
- Monitor food quality, consistency and presentation
- Support menu development and implementation of new dishes
- Ensure all food products meet freshness and quality requirements
- Provide day-to-day guidance and support to the wider kitchen team
- Assist with the induction and training of new team members
- Promote a positive, professional, and collaborative working environment
- Assist with stock control, ordering, receiving, and storage procedures
- Ensure food is stored correctly and stock rotation procedures (FIFO) are consistently followed
- Support waste reduction initiatives and monitor food cost controls
- Help maintain accurate stock records and identify shortages or discrepancies
- Ensure compliance with food hygiene, HACCP, and health and safety requirements
- Maintain cleanliness and organisation throughout the kitchen
- Ensure all equipment is used safely and reported if faulty
- Support kitchen opening and closing procedures to company standards

6. 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.

- **Food Quality and Service Excellence**
Deliver consistently high standards of food preparation, presentation, and service while ensuring guest satisfaction and operational excellence
- **Food Safety and Compliance**
Maintain full compliance with food hygiene, health and safety, and food storage procedures, ensuring the section is always audit-ready.



- **Team Supervision and Development**

Support the effective supervision, training, and development of kitchen team members, promoting a positive and productive working environment

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Proven experience in a high-volume professional kitchen
- Previous experience as a Chef de Partie or Senior Chef de Partie
- Strong culinary skills and knowledge of food preparation techniques
- Good understanding of food hygiene regulations, HACCP, and health and safety standards
- Knowledge of stock control, food costing, and waste management principles
- Ability to organise workloads and prioritise tasks effectively
- Strong communication and interpersonal skills
- Ability to remain calm and effective under pressure
- Positive, professional, and proactive approach
- Strong attention to detail and commitment to quality
- Leadership potential with a willingness to coach and support others
- Flexible and adaptable to changing business needs
- Reliable, organised, and accountable
- Passionate about food, hospitality, and continuous improvement

8. Management Approval – To be completed by document owner

Version	1	Date	06/03/2026
Document Owner			

9. Employee Approval – To be completed by employee

Employee Name		Date	
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