



## Job Description

|                                   |                    |
|-----------------------------------|--------------------|
| <b>Function:</b>                  | Heritage Portfolio |
| <b>Position:</b>                  | Sous Chef          |
| <b>Job Holder:</b>                |                    |
| <b>Start Date:</b>                |                    |
| <b>Immediate Manager:</b>         | Head Chef          |
| <b>Additional Reporting Line:</b> |                    |
| <b>Position Location:</b>         | North Fort Street  |

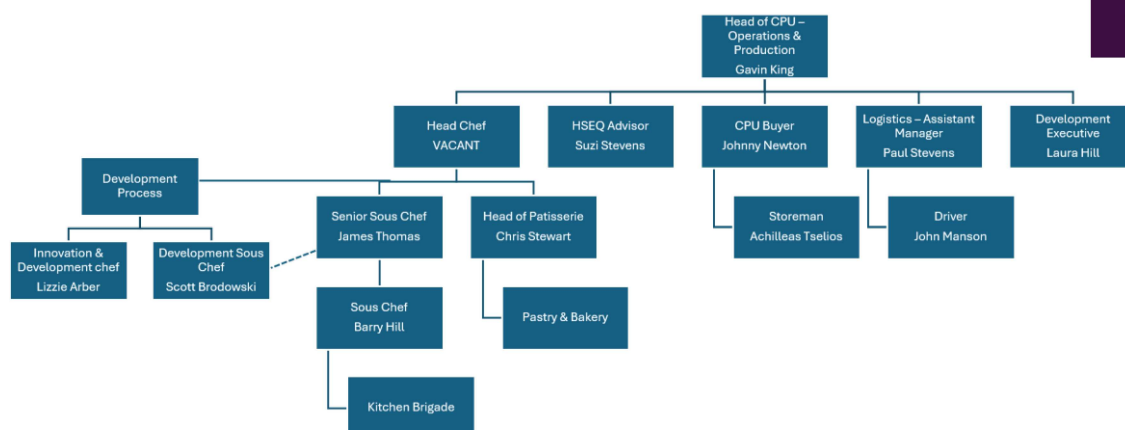
### 1. Purpose of the Job

|          |                                                                                                                            |
|----------|----------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | Assist the Head chef in managing day to day production within the CPU                                                      |
| <b>2</b> | To maintain high standards of food quality and consistency ensuring all menu items are created to the agreed specification |
| <b>3</b> | To ensure the Kitchen brigade adheres to all company & legislative Health & Safety & food safety policies and procedures.  |
| <b>4</b> | To assist with daily, weekly and monthly production planning.                                                              |
| <b>5</b> | To take the lead in event / dinner services in different venues                                                            |
| <b>6</b> | To assist with mentoring, and training across all levels of the kitchen brigade.                                           |

### 2. Dimensions

|                 |       |                      |     |                |  |                               |  |                               |  |
|-----------------|-------|----------------------|-----|----------------|--|-------------------------------|--|-------------------------------|--|
| Revenue:<br>FY  | £4.3m | EBIT growth          | tbc | Growth<br>Type |  | Outsourcing<br>Rate           |  | Region<br>Workforce           |  |
|                 |       | EBIT margin          | tbc |                |  |                               |  |                               |  |
|                 |       | Net income<br>growth | tbc |                |  | Outsourcing<br>Growth<br>Rate |  | Outsourcing<br>Growth<br>Rate |  |
|                 |       | Cash<br>Conversion   | tbc |                |  |                               |  |                               |  |
| Characteristics |       | Financial            |     |                |  |                               |  |                               |  |
|                 |       | Other                |     |                |  |                               |  |                               |  |

### 3. Organisation Chart



#### 4. Context and Main Issues

|   |                                                                                                                                                |
|---|------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Delivery of a consistent level of service, within the Company's standards, to contract specifications, service offer                           |
| 2 | Compliance to company and statutory regulations relating to “SEMS “(safe systems of work, health & safety, hygiene, cleanliness, Fire, COSHH.) |
| 3 | Stock allocation and cost control per event / venue                                                                                            |
| 4 | Time management of production shifts and event service shifts                                                                                  |
| 5 | Maintaining consistency and quality across all food elements within the CPU with production and dispatch deadlines.                            |
| 6 |                                                                                                                                                |
|   |                                                                                                                                                |

#### 5. Main Assignments

|   |                                                                                                                                             |
|---|---------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Oversee daily food production ensuring quantities required are met and wastage is limited                                                   |
| 2 | To lead event service at various venues                                                                                                     |
| 3 | Ensure food is prepared, stored and dispatched in line with company policy and procedures                                                   |
| 4 | Deputise for the senior Sous Chef and Head Chef in their absence                                                                            |
| 5 | Support stock management within the CPU from ordering receiving and stock rotation, ensuring all product labelling policies are adhered to. |
| 6 | Assist in planning production schedules based on staffing levels and event requirements.                                                    |

#### 6. Accountabilities

|   |                                                                                    |
|---|------------------------------------------------------------------------------------|
| 1 | Consistent delivery of high quality food that meets the dish specification         |
| 2 | Compliance with all food safety, health and safety standards including HACCP       |
| 3 | Minimise product wastage and ensure efficiencies within Kitchen production methods |
| 4 | Maintain a clean and organised Kitchen environment                                 |



## 7. Person Specification

### Essential

|   |                                                                  |
|---|------------------------------------------------------------------|
| 1 | Food Safety Level 3                                              |
| 2 | A track record of consistently high culinary standards           |
| 3 | Strong leadership, ability to inspire motivate and develop teams |

### Desirable

|   |                                                                            |
|---|----------------------------------------------------------------------------|
| 1 | IOSH Managing safely                                                       |
| 2 | Deep knowledge of commercial kitchens and high volume production methods   |
| 3 | A passion for innovation, new techniques and elevating customer experience |

## 8. Competencies

|                                                                                                                             |                                                       |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Growth, Client &amp; Customer Satisfaction / Quality of Services provided</li></ul> | Commercial Awareness                                  |
| <ul style="list-style-type: none"><li>• Rigorous management of results</li></ul>                                            | Leadership, people management and Employee Engagement |
| <ul style="list-style-type: none"><li>• Brand Notoriety</li></ul>                                                           | Innovation and Change                                 |