

Junior Sous Chef

Job Description

Department: Catering
Reports to: Head Chef/Catering and Conference Director
Tenure: Permanent
Hours of work: 40 per week

Overall Objective

To assist the Head Chef/Catering and Conference Director in the development and delivery of all meals in College. To assist with sourcing locally produced products and serving high quality meals to students, staff and Fellows. Ensuring the highest standards are maintained in order for us to continue to surprise and delight our customers.

Main Responsibilities

Co-ordination of service and food served

- Liaise with the appropriate kitchen manager on a daily basis to ensure the smooth running of the kitchen.
- Ensure all food production is carried out to College standards and ensure complete customer satisfaction. All food production and service to be agreed with the Head Chef.
- Ensure accurate records are kept at all times relating to the food production and wastage, for all service periods. Ensure that all foods are labelled, stored and handled in accordance with the College and Health and Safety requirements.
- Organise the food service area to ensure that the correct portions are served at all times.
- Make sure the wastage is kept to a minimum at all times.
- Menus must be followed to ensure all financial targets are achieved.
- Ensure that all costed menus are fully followed to ensure College financial targets are met.

Management

- Lead by example and be a valued team member, creating and maintaining a good team spirit.
- Supervise duties giving technical advice and guidance when necessary.
- Instruct craft apprentices and other trainees in food preparation and kitchen management.
- Assist in staff training, administration duties including costings and ordering.
- Attend all staff meetings and undertake training as required.
- Recognise that all members and customers are individuals and must be treated with respect.
- Hold regular production meetings.

Client Relations

- Be visible particularly at service times.
- Consistently present a positive and professional attitude at all time so the department objectives and improvements are met.
- Deal with all queries or client comments promptly and efficiently.

Hygiene, Health and Safety

- Ensure all hygiene, health and safety standards are adhered to and the College's Health & Safety policy are complied with.
- Implementations of all cleaning rotas/schedules are carried out and spot checks are completed on each area.
- Demonstrate a consistently high standard of personal cleanliness and appearance
- Ensure that all faults are reported as necessary to the Head Chef, or Catering and Conference Director
- Wear correct uniform and follow personal hygiene rules.

Security

- Maintain all aspects of on site security and all relevant instructions are followed.

Other Responsibilities

- Behave in a professional and polite manner at all times when dealing with staff and customers.
- Display a problem solving and positive attitude towards supporting the Catering Department and College objectives and values.
- Attend all College training, any staff meetings and any other reasonable duties as requested by the Catering Director or Head Chef.

Person Specification

CRITERIA	Requirement
<p>1. Knowledge and Qualifications</p> <ul style="list-style-type: none"> • City & Guilds 706 1&2 or NVQ equivalent qualification • CIEH/Basic Food Hygiene Certificate • CIEH/Intermediate Food Hygiene Certificate • CIEH Basic Health and Safety Certificate or equivalent • Good knowledge of current food trends • Full, current and clean driving licence 	<p>Essential Essential Desirable Essential Desirable Desirable</p>
<p>2. Experience</p> <ul style="list-style-type: none"> • Breadth of experience, skills and achievements gained from working within a hotel, restaurant or contract catering environment. • Minimum of 3 years experience • Management experience, or a willingness to develop management skills 	<p>Essential Essential Desirable</p>
<p>3. Skills and Abilities</p> <ul style="list-style-type: none"> • Good oral communication skills • Accurate record keeping skills and general attention to detail • Organisational skills in order to be able to run a busy food service area • Ability to maintain financial targets in respect of menus • Ability to follow instructions from Head Chef at all times • Motivational skills and to lead by example • Problem-solving skills • Team playing abilities • Ability to supervise staff 	<p>Essential Essential Essential Essential Essential Essential Essential Essential Desirable</p>
<p>4. Personal Characteristics and Abilities</p> <ul style="list-style-type: none"> • Flair and passion for food • Positive and professional attitude • Demonstrate a high standard of personal cleanliness and appearance • Polite manner in dealing with customers and staff • Ability to work under pressure 	<p>Essential Essential Essential Essential Essential</p>