



JOB DESCRIPTION

JOB TITLE: Junior Sous Chef

DEPARTMENT: Kitchen

RESPONSIBLE TO: Head Chef

PRIMARY PURPOSE OF JOB

To assist in the control of the day to day running of the Kitchen brigade and assist the Head Chef in achieving and maintaining company standards.

Summary of Duties and Responsibilities

To maintain the required level of hygiene standards as laid down both legally and in the Holiday Inn Standards manual.

To maintain your personal equipment used to fulfil your job i.e. knives, shoes to the required standard as in (1).

To be responsible for the day-to-day running of the kitchen.

To assist the Head Chef and Sous Chef in the maintaining of food cost percentage through control in wastage, purchasing, storing and portion control.

To assist the Head Chef and Sous Chef in implementing and carrying out the departmental training needs.

To deputize in the Head Chef's absence and all the responsibilities which go with it.

To check mis en place is ready and is to the required standard for service.

To carry out any training as required.

To ensure work area is being worked on in keeping to a safe and hygienic state at all times.

To support colleagues at all times to ensure team work is maintained and discipline.

To be paramount in the smooth running of the kitchen.

On a daily basis check with the function sheets and liaise with the Head Chef and Sous Chef to the duties needed to be carried out that day.

Liaise with the Head Chef and Sous Chef to the duties of the kitchen porters.

To be responsible for writing menus in the Head Chef / Sous Chef absence.

To be responsible for all ordering needs of the kitchen as delegated.

No alcohol to be consumed during normal hours of service.

To be aware of hotel and departmental objectives, and to assist in achieving them.

Assists in keeping up to date records in compliance with due diligence.

Help Head Chef and Sous Chef to monitor department performance against objectives and support action as necessary.

Represent department at relevant meetings in absence of Head Chef and Sous Chef.

Assist Head Chef and Sous Chef in maintaining appropriate levels of staffing according to business levels and helping to ensure staff are motivated to consistently achieve high levels of guest service.

To comply with and act in accordance with all Company fire regulations and to adhere to the Company's fire policy.

To act in accordance with all Health & Safety and Hygiene regulations and to adhere to the Company's Health & Safety policy.

To attend training as & when requested.

To arrive at work at the correct time and in the correct uniform ensuring it is in immaculate condition.

To behave in a friendly and hospitable manner to all guests, customers and staff.

This JOB DESCRIPTION is not exhaustive, therefore the job holder may be required, from time to time, to carry out tasks as & when requested by Management.