



### JOB DESCRIPTION

JOB TITLE:	Sous Chef
DEPARTMENT:	Kitchen
RESPONSIBLE TO:	Head Chef
RESPONSIBLE FOR:	Kitchen Chefs in Head Chefs absence

### PRIMARY PURPOSE OF JOB

To control the day to day running of the kitchen team and assist the Head Chef in achieving and exceeding company standards.

### Summary of Duties and Responsibilities

Demonstrate a participative supervisory style which promotes effective use of subordinates calculating added value profit return against time and resources invested.

To act in the manner of a business person as if the business was their own.

To maintain exemplary cleanliness and hygiene standards in all food areas relevant to the kitchen department. Meet all company and statutory requirements with regards to food hygiene and employee health & hygiene.

To remain alert to potential threats to life, safety and security of employees and guests, with particular emphasis being placed on fire prevention, training / awareness, evacuation and emergency procedures.

To act as a role model to junior chefs and members of staff in all departments.

To solve all complaints satisfactorily and to exceed customer expectations at all times.

To show a positive attitude at all times and promote mutual respect within the Kitchen and through all departments.

To ensure budgeted food costs are met by structured, conservative buying and produce utilisation.

To keep up to date records for compliance with health & safety regulations. To include monika, temperature control on dishwasher and food production. To maintain due diligence.

To assist the Head Chef to monitor departments performance against budget and GSTS, communicating feedback and providing appropriate support/action where necessary.

To attend and actively represent department in relevant meetings in Head Chefs absence.

Help to maintain appropriate levels of staffing, according to business levels and help to ensure staff are motivated to deliver consistently high levels of guest service.

To help in maintaining discipline within the department with standards laid down by the company.

To maintain your personal equipment used to fulfil your job i.e. knives, shoes to the required standard.

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

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

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

To deputise in the Head Chefs absence and all the responsibilities that go with it.

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

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

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

To be responsible for the writing of menus in the Head Chefs absence.

To be responsible for all ordering needs of the kitchen in the Head Chefs absence.

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

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 all statutory training as & when requested.

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.

