



Sous Chef - Job Description

Job Title:	Sous Chef
Reporting to:	Chef Manager, Kevin Hay
Overall Objectives:	To assist the Head Chef in the management of the kitchen operation and ensure the company's reputation for food quality is always maintained.

Specific Responsibilities:

- To ensure food production, standards, costs & menu planning are carried out in a timely fashion, as agreed with the Chef Manager.
- To carry out the smooth and efficient running of the section as appropriate.
- To assist the Chef Manager with compiling food orders and developing new food concepts.
- To plan, prepare, cook and present food to the standards required by the company and the client.
- To ensure that the company's reputation for excellent food and service is enhanced with the client and customers.

Client Service:

- To ensure that customers are given a prompt and efficient service and expectations are consistently exceeded.
- To be customer focused at all times; approachable and quick to exceed expectations in fulfilling customer needs.
- To ensure all food is cooked, presented and served in line with company standards, using innovation in the method and style of presentation and food service.

People Management:

- To assess kitchen team performance and recognise training needs and potential as appropriate.
- To assist in the development of the kitchen team by empowering it, supporting it, encouraging it and maintaining an 'open door' policy.
- To motivate and lead by example, ensuring you and your team have fun at work and are proud of your efforts.
- To treat your team at location as you would expect to be treated.

Financial Management:

- To ensure all financial controls, costings, wastage and orders are met within the client budget.
- To ensure purchasing is made using nominated suppliers and a system for quality and credit controls is maintained.

Health & Safety, Food Safety, the Environment:

- To ensure that the kitchen meets statutory and company requirements of Health and Safety, Food Safety and environmental legislation and procedures.
- To ensure all equipment is well maintained and is in good working order.
- To ensure safe working practices are followed and equipment faults are reported to the Head Chef.
- To ensure that all company procedures and work instructions are fully understood and practised by all employees.
- To promote and encourage environmental improvement initiatives as appropriate within the business.

Additional Responsibilities:

- To take responsibility for contributing towards your own development with the guidance of the Head Chef and attending training courses as identified.
- To show commitment to company values in all aspects of your role.
- To act as a positive ambassador for the business.
- To attend to any reasonable request made by the client or BaxterStorey Management.
- To assist / deputise for the Head Chef.

I have received and read my Job Description and understand that it acts as a guide only to my duties and responsibilities and is not exhaustive; I agree to undertake any other duties deemed reasonable by the management.

EMPLOYEE NAME (please print)

EMPLOYEE SIGNATURE

ISSUED BY

DATE

Issue a copy of the Job Description to the employee and file a signed copy in the employee's Personnel and Training File.



Sous Chef - Person Specification

Criteria	Essential	Desirable
Attainments	<ul style="list-style-type: none"> • Good secondary education • NVQ qualification or equivalent • Excellent craft skills background • Successful progressive background in catering • Food Hygiene Certificate • Strong Supervisory experience • Ability to display a real passion for food and customer service 	<ul style="list-style-type: none"> • Successful progressive background in contract catering • Excellent contract catering background
General Intelligence	<ul style="list-style-type: none"> • Excellent organisational skills • Ability to plan ahead • Demonstrate analytical approach to problem solving • Ability to work on own initiative • Excellent communicator at all levels • Good numeracy skills 	<ul style="list-style-type: none"> • Professional training in presentation and negotiation skills • Exposure to financial training
Special Aptitudes	<ul style="list-style-type: none"> • Proficient at working with computers • Good delegation and influencing skills • Flair and innovative with menus and food presentation • Good negotiating skills • Effective at time management 	<ul style="list-style-type: none"> • Exposure to leadership or man management training skills
Disposition	<ul style="list-style-type: none"> • Smart clean appearance, high standard of personal hygiene • Confident, lively and outgoing personality • Approachable, friendly and cheerful • Respectful and able to gain respect 	<ul style="list-style-type: none"> • Keen to continue self development within current role and ambition for further promotion or growth