

## JOB DESCRIPTION

<b>JOB TITLE</b>	Sou Chef
<b>GRADE</b>	Band E
<b>REPORTING TO</b>	Executive Chef / Hospitality Manager
<b>JD REF</b>	OPS0048G

### PURPOSE

The Sous Chef is responsible for planning and directing food preparation in a kitchen. This will involve a large degree of supervising other kitchen staff. As assistant to the Head and Executive Chef, the Sous Chef will help with menu planning, inventory, and managing of supplies. Also aid in making sure the kitchen is up to safety standards and that staff are obeying sanitation rules. During mealtimes, it is important that the Sous Chef be quick on his/her feet and be able to make smart decisions instantly.

Working in the Floral Pavilion, but also willing to work across other venues around Wirral, working with local suppliers and being responsible for the support chefs. Being part of the Wirral council, there are great opportunities to progress your career.

### MAIN DUTIES AND RESPONSIBILITIES

- Prepares food to specifications before and during operations.
- Properly measures and portions all food items. Complies with all portion sizes, quality standards,
- department rules, policies, and procedures.
- Cooks all food to Proper specifications in a timely manner.
- Utilizes kitchen equipment to prepare food items such as: knives, slicers, whips, pots, pans, warmers, steamers, grills, ovens, etc.
- Ensures proper food temperatures are maintained and food is stored correctly.
- Ensures freshness and quality of all menu items.
- Packages all products to proper specifications.
- Performs opening, closing and side work duties as instructed and according to proper guidelines.
- Keeps workstation and equipment clean, organized, sanitized, and sufficiently stocked.
- Follows and upholds all health codes and sanitation regulations.

- Sets up and operates kitchen equipment.
  - Uses waste control guidelines and records all waste on spoilage sheet.
  - Ability to work varied hours/days, including nights, weekends, and holidays, as needed.
  - Performs other duties assigned.
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- To show full support to the Executive/Head Chef, whilst being forthcoming with any ideas that may benefit the kitchen in any way.
  - Monitor stock, record waste and create specials for any items that are about to expire in order to drive profit.
  - Adhering to HACCP; Enabling and adherence of the principles and work practices detailed under HACCP System in the department such as Food Safety, Hygiene and Cleanliness, Health, Storage etc. as applicable to the area of your workplace.
  - To be aware of COSSH and follow the recommended guidance.
  - You must be aware and up to date with all current Environment and Health and Safety policies. Your direct report will ensure that you receive all the necessary training and information, but it is up to you to adhere to the guidance when you are at work.
  - To adhere to the ongoing, daily, and periodic cleaning activities, ensuring the very highest standards.
  - Take full responsibility of the health and safety guidelines shown in your kitchen making sure all staff are aware of any changes in regulations and are up to date with all guidance.
  - Ensure all licensing and food safety laws are adhered to at all times.
  - Ensure that all areas are checked and safe when completing work.
  - Ensure all work is completed in a safe and accurate manner.

## ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

- NVQ Level 2 or equivalent.
- Recent Food Hygiene level 2 Certificate
- A minimum two-year proven track record of working as sous chef in a similar kitchen environment.
- Great cooking skills, able to produce exciting and relevant menus.
- A full knowledge of Nutritional and Allergy requirements.
- Smart and clean appearance.
- Good Timekeeping is essential to the role.
- Ability to work unsupervised, use own initiative and prioritise tasks.
- A full understanding of all applicable Health & Safety legislation
- Good communication skills



## DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

- A Full understanding of COSHH regulations
- Advanced food hygiene
- Full understanding of food controls
- First Aid Training
- Fire Marshal Training
- Understanding room set ups and event plans.
- Previous role working in a Catering Environment.
- Working in a hospitality setting.

## ADDITIONAL INFORMATION

Flexibility to work shifts including evenings, weekends, and public holidays subject to Rota and a willingness to extend or change hours and days of work from time to time upon request and subject to operational requirements

Annualised based working.

A large part of this role will involve evening, weekend, and unsociable hours.

This role will involve manual handling.

**DATE OF APPROVAL: 03/05/2022**

**APPROVED BY: DAVID MACKENZIE**

