

Job Description

Job Title

Sous Chef

Reporting to

Head Chef

Department

Catering

Job summary

To successfully produce and deliver to the highest possible standard of food to pupils, staff, parents, visitors and residents within pre-agreed budgetary targets.

To work with the Head Chef to develop the food offer at school through the introduction of innovation and interest; being mindful that all new innovation must be to the benefit of the health and well-being of the pupils and the promotion of a healthy well balanced lifestyle.

To produce dishes with the most accurate cooking technique and minimum of wastage to ensure production remains within budget.

Key responsibilities

FOOD

- Be a lead and active chef, cooking for all services whilst on duty.
- Produce suggestions for use by the Head Chef for inclusion in a weekly menu cycle of varied and interesting dishes on a termly basis that incorporate seasonal produce and that are suitable for the age range to which they are being served.
- Assist in keeping a record of all kitchen (not plate) wastage
- To produce as many dishes as possible from fresh ingredients, only using frozen or pre-prepared as a secondary back-up alternative rather than first choice option. The target of fresh produce to frozen/pre-prepared is 80%/20%
- In the absence of the Head Chef to take responsibility for the kitchen and Culinary Team, maintaining this efficiently and effectively, understanding pupil and customer needs and requirements, working to exceed these wherever possible.

- Assist with development and motivation of the team. Promote efficiency, budget awareness, School standards and commitment to simple modern fresh cooking.
- Demonstrate a positive working style with an enthusiastic, committed and flexible attitude. Promoting the importance and benefits of effective team working.
- Assist with supervision of employees in compliance to Health & Safety Policy within the team, championing 'best practice' and providing assistance and advice where required.

FINANCE MANAGEMENT

- Ensure that food stock levels are kept to minimum, complete order forms for stock replenishment, when required place food orders with nominated suppliers and ensure that all stock received is used before it goes out of date.
- Ensure portions are accurate, when necessary recipes are followed and dish specifications are adhered to.

PEOPLE MANAGEMENT

- In conjunction with the Head Chef carry out induction training and safe use of hazardous equipment training.
- Report all absences to the Head Chef or Senior Management Team.
- Sign weekly time and overtime sheets.
- In the absence of the Head Chef act as the daily service point of communication between the BoH and FoH Catering Teams and when required assist to communicate with the School staff, pupils and parents.

OPERATIONAL

- Conduct pre and post service briefs before and after every service.
- Ensure that all members of the Culinary Team are aware of their duties throughout the day, especially during service periods to ensure that they run as smoothly as possible.
- Ensure that all areas within the kitchen are spotlessly clean at all times and that appropriate cleaning schedules are in place, completed and archived.
- To undertake full kitchen management in the absence of the Head Chef.
- To complete mis en place lists to ensure all tasks are completed and all of the team are aware of the amount of work that needs completing.

COMMUNICATION

- In conjunction with the Head Chef, manage an effective communication strategy between the Senior and Abbey Catering Teams.

OTHER

- Any reasonable request made by the Head Chef or Catering Manager
- Attend external meetings or training courses as required

General responsibilities

Health and safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to the Foundation's/School's Health and Safety Policy.

Child Protection/vulnerable adults statement

The School/Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headmaster.

Brand values

Ensure that their work, communication and approach conforms to the brand values and house style of the School and the wider Seckford Foundation.

Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, as detailed on the School Intranet.

Person specification		
	Essential	Preferred
Education and qualification	<ul style="list-style-type: none"> ▪ Relevant catering qualification 	
Relevant experience	<ul style="list-style-type: none"> ▪ At least 1-2 years experience of producing innovative, high quality menus to varied customer groups 	
Specialist knowledge and skills	<ul style="list-style-type: none"> ▪ Experience of assisting with the management compliance to the Food Safety and Hygiene regulations ▪ Experience of managing a team on a day to day basis ▪ Well developed organisational and planning skills ▪ Ability to motivate staff working within a multi-site environment ▪ Experience of budgetary control 	
Interpersonal and communications skills	<ul style="list-style-type: none"> ▪ Good level of verbal and written skills 	
Additional requirements	<ul style="list-style-type: none"> ▪ Ability to work flexibly throughout the year, including some evenings and weekends ▪ Customer-focused and committed to customer satisfaction 	