

**PEMBROKE COLLEGE**

**JOB DESCRIPTION/PERSON SPECIFICATION**

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| **JOB TITLE: SOUS CHEF** |

*This job description and person specification outlines the key accountabilities of, and output required from, the potholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.*

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| **Department:** | | **CATERING** | | | | |
| |  |  |  | | --- | --- | --- | | **Organisation Chart:** | |  | |  | CATERING MANAGER | | |  | 🡫 | | |  | HEAD CHEF | | |  | **🡫** | | |  | SOUS CHEF | | |  |  | | |  |  | | | | | | | | |
| **Purpose of the Job:** | | To manage the kitchen in conjunction with the Head Chef in ensuring the continuing development and delivery of the highest possible standard of food preparation and service across the College at all times. Ensuring all HACCP, food safety, health and safety systems are in place and monitored daily. Training of staff and delivery of food to agreed levels and standards. | | | | |
| **Responsible to:** | | Head Chef | | | | |
| **Responsible for:** | | Supervision and training of all Chefs in conjunction with the Head Chef | | | | |
| **Location:** | | Hot and Cold Kitchens | | | | |
| **Hours of Work:** | | 75 hours over a two week period, not including breaks | | | | |
| **Qualifications:** | | NVQ Level 3 Professional Cookery is essential  Intermediate Food Hygiene qualification | | | | |
| **Skills:** | | Safe preparation of food items  Honest, reliable and hard working with the ability to work under pressure  Creative and passionate about food  Good culinary skills and the ability to develop others  Ability to motivate staff and work in harmony with colleagues  Flexible in attitude and approach to work  Self-motivated with a desire to succeed  Have a strong focus on financial control | | | | |
| **Work Experience:** | | Minimum two years’ experience of working in a kitchen environment with responsibility for managing staff  Some hotel, restaurant or commercial experience would be advantageous | | | | |
| **Budget Responsibilities:** | | **YES** | |  | **Annual Budget**  **TBC** | |
| **Main Duties and Responsibilities** | | | | | | **Time/Frequency** |
| **1** | **Supervisory Tasks:**   * Deputising for the Head Chef in his/her absence. * Leading a shift and supervising staff in the preparation and service of food and to Fellows, College guests, students and staff achieving the highest possible standards at all times. * Ensuring the Kitchen is operating in the most economical way in terms of staff resource, energy usage and minimising food production costs. * Adhering to standards of potation as directed by Food Safety and Health and Safety legislation. * In conjunction with Head Chef, compile and submit food orders ensuring adequate rotation of stock at all times. | | | | |  |
| **2** | **Food Preparation and Menu Planning:**   * Assisting the Head Chef with the planning and development of cyclic menus for all areas of food service. * Continued development of signature dishes for function catering. * Encouraging the use of fresh produce at all times. * Ensuring the dishes are produced to the agreed standard recipe. * Plan, oversee and assist in the production and service of food at College Feasts, Dinners, special Fellows’ Dinners, conferences and private catering events. | | | | |  |
| **3** | **Food Service:**   * Exceeding customer satisfaction in all areas of food preparation and service delivery. * Ensuring that all serveries are adequately manned by Chefs, prepared for service in a timely manner and that the presentation of food is immaculate throughout the meal period. * Ensuring that food service staff are fully briefed on menu content prior to service. * Conduct regular checks of all serveries during the meal period, checking for availability, presentation and cleanliness of the food service area. | | | | |  |
| **4** | **Staff Development:**   * In conjunction with the Head Chef, develop training plans for all members of the Kitchen brigade. * Provide on-the-job training for all Chefs in the Kitchen. * Develop staff to competition standard. * Promote staff morale within the Kitchen and review work practises/operational procedures to encourage staff and team development. | | | | |  |
| **5.** | **General:**   * To attend and contribute as required at weekly meetings. * To assist the Head Chef in the purchase of goods. * Ensure all HACCP and Food Safety procedures are fully complied with, by monitoring all kitchen staff and offering training when required. * To undertake and assist in any other tasks as instructed by the Catering Manager within the overall function of the job. * Ensure and maintain the highest possible standards of health and hygiene within your team. | | | | |  |
| The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Pembroke College reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder. | | | | | | |
| **Job Description prepared by:**  **Date:** | | |  | | | |

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| **PERSON SPECIFICATION** | | | |
|  | **Essential** | **Desirable** |
| **Qualifications/academic achievements/education** | * NVQ Level 3 Professional Cookery is essential. * Intermediate Food Hygiene qualification. | * NVQ Level 4 professional cookery. * Intermediate or advanced food safety certificate. |
| **Skills/knowledge/training** | * Safe preparation of food items. * Honest, reliable and hard working with the ability to work under pressure. * Creative and passionate about food. * Good culinary skills and the ability to develop others. * Ability to motivate staff and work in harmony with colleagues. * Flexible in attitude and approach to work. * Self-motivated with a desire to succeed * Have a strong focus on financial control. | * Understanding of menu costing and calculating gross profit and food costs. |
| **Experience – type and depth of experience required to do the job** | * Experience in a similar role * Understanding of HACCP and COSHH. | * Experience of College environment. |
| **Personal attributes** | * Friendly, co-operative and helpful/approachable. * Responsible and trustworthy. * Ability to work as part of a team. * Flexible approach and accepting of change. * Ability to communicate effectively to colleagues and other senior management personnel. |  |
| **Special Conditions (e.g. must hold driving licence/able to work weekends)** |  |  |
| **Membership of a professional body** |  |  |
| **Confidentiality** | * Discretion and level of confidentiality is required to foster trusting and mutually beneficial relations between the College and guests/clients. * Confidentiality and management of personal data in line with Data Protection guidelines in place within the College is required. |  |
| **Person Specification prepared by:**  **Date:** | | |

**Appendix – *Other Information such as:***

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| 1. **HACCP Requirements:** |
| You are responsible for ensuring the following HACCP checks are completed every day by all chefs.   * Hot hold and cooking temperatures, blast chill in/out, cold hold checks, hourly kitchen checks, etc. * temp checks for all raw vacuum packed items * cleaning rotas * ensuring all food is wrapped and in-date and fridges kept tidy * washing of fruit and vegetables * hand washing * Monitoring of kitchen porter areas and ensuring they are clean and organised. |
| 1. **Equipment Responsibilities:** |
| * Keep all College property clean and sanitised between uses. * Report any broken equipment to the Chef in charge. * Store all equipment safely and ensure all removable parts are stored securely and not lost. * Report any broken plates, platters or crockery to senior chef. |
| 1. **Environmental responsibilities:** |
| * Ensure that all food is utilised to maximum potential, reducing waste or spoilage at all times. * Ensure gas, electric and water is not left running when not required. * Recycle all food waste, plastic, glass and paper using the correct bins. |
| 1. **Team responsibilities:** |
| * Participate in team meetings when required. * Share ideas for recipes or improvements. * Identify areas of the kitchen which require more thorough cleaning or repairs, reporting to the Head Chef. * Help to identify problems with the running of the kitchen or production of food, and equally, help to trouble-shoot and provide solutions. * Help other sections when you have spare capacity or time. * Help cover rota shortfalls when required. * Help to keep the kitchen calm by working well and showing consideration for others. |