



## JOB DESCRIPTION

### Sous Chef

<b>Job Title</b>	<i>Sous Chef</i>
<b>Post Type</b>	<i>Permanent</i>
<b>Salary Scale</b>	<i>Scale 5</i>
<b>Line Manager</b>	<i>Head Chef Educator</i>
<b>Contracted Hours</b>	<i>7.30am to 2.30pm with 30 min break - 32.5hrs per week 38 weeks per year</i>
<b>Date created</b>	<i>08/03/2024</i>

### Job Purpose

To motivate and lead a team to serve fresh interesting and nutritious school meals, within budget and which meet Government and the Schools standards at all times. To assist in developing a food and cookery curriculum for the school, working on highly aspirational food related projects for the school. To maintain high standards of cleanliness and hygiene in the kitchen area. Day to day supervision of the kitchen team.

# Learn - Persevere - Succeed

## Main Responsibilities

- Prepare fresh fish, fresh meat, bake fresh breads and pastries.
- Prepare meals in accordance with an agreed seasonal menu cycle and change.
- Prepare menu in accordance with the school food standards allowing for allergen issues.
- Ensure full adherence to recipes, food presentation standards and portion control.
- Have a working knowledge of multiple cooking methods and an understanding of correct cooking procedures such as blanching, and refreshing, searing, grilling and steaming
- Undertake weekly menu planning ensuring that there is variety in the chosen meals and portion control.
- Prepare meals to meet specific dietary and cultural requirements.
- Ensure freezer and fridge temperatures logs are maintained on a daily basis.
- Be responsible for monitoring of food hygiene and safety measures.
- Check supplier delivery notes against orders and report discrepancies.
- Undertake stock taking monthly maintaining food stock levels and checking of dates.
- Order groceries monthly and other supplies according to the menu.
- Maintain a weekly and monthly cleaning regime for all the kitchen equipment.
- Take part in meetings and training organised in the unit.
- Check and monitor stock in the unit kitchenette and report excess food items.
- Work as part of a team and contribute to the work of the unit.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Such duties and responsibilities may be updated from time to time to reflect any changes to the School. Only significant additional duties or responsibilities as required by the Head teacher / SLT will render the grade of the post liable for re-evaluation.

**In undertaking this role, the post holder shall ensure that all duties are carried out with due regard to the school's Safeguarding, Health and Safety and other school policies and procedures.**

**All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.**

**Please Note: This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. The post requires clearance by the Disclosure and Barring Service (Enhanced Disclosure).**

## Learn - Persevere - Succeed

### Personal Specification - Sous Chef

Qualities and Attributes	Essential	Desirable	Evidenced by
<b>Qualifications</b>			
Level 2 certificate in food Hygiene.	✓		Application
NVQ in food preparation and cooking.	✓		Application
<b>Experience</b>			
Previously managed, assisted or deputised own unit.	✓		Application/Interview
Experience of leading a team and training them in basic kitchen skills.		✓	Application/Interview
<b>Knowledge and Skills</b>			
Good foundation and higher-level knowledge of food preparation methods including: balancing meals, portioning, stock rotation and ordering.	✓		Application/Interview
Strong knowledge of baking.	✓		Application/Interview
Ability to cook to a high standard across multiple disciplines.	✓		Application/Interview
Interest in cuisine and furthering knowledge of food.	✓		Application/Interview
Ability to read and implement instructions, such as Health & Safety and Food Hygiene regulations.		✓	Application/Interview
Ability to create and help implement interesting and healthy menus.		✓	Application/Interview
Able to use and clean machinery and light equipment.		✓	Application/Interview
Able to encourage children to select a balanced meal.		✓	Application/Interview
Able to train staff in basic kitchen skills.		✓	Application/Interview
Able to plan and run cooking classes and impart knowledge and skills.		✓	Application/Interview
<b>General</b>			
Demonstrate a willingness and enthusiasm for training and progression.	✓		Application/Interview
Able to communicate with all kitchen, school staff and pupils.	✓		Application/Interview
Able to work on own and within a team.	✓		Application/Interview
Able to help lead and motivate staff.	✓		Application/Interview
Display and maintain a high standard of personal hygiene.	✓		Application/Interview
Work effectively in a busy and hectic environment.	✓		

*Learn - Persevere - Succeed*

