 **Job Description**

**Job Title:** Sous Chef

**Reports to:** Head Chef and Catering Manager

**Working Time:** 37.5 hours per week as per roster

**Purpose of Job:**

* To support the Head Chef and Catering Manager in delivering a first class, fresh, nutritious food offering and service to all customers of the School’s Catering Department
* As part of the catering management team ensures that financial targets and visions are met within the School and the Catering Department
* To support the catering management team to implement an evolving strategy for the Catering Department that creates a unique, quality selling point for the School.

**Main Duties and responsibilities:**

* Lead and inspires the kitchen brigade to a consistently high standard of all catered services within the School
* Manages the delivery of all services and functions in the absence of the Head Chef
* Assists the Head Chef to manage, supervise and develop a creative, disciplined, passionate kitchen brigade including Apprentices and auxiliary staff
* Contributes to the compilation of innovative and appealing termly menu, reflecting and demonstrating a healthy approach to student eating as well as the changing food trends within the industry and School pupil food committee feedback
* Keeps abreast of industry best practice, actively looking for ways to improve all services offered by the department
* Attends training as required by legislation and offered by the School, both internally and externally
* Carries out refresher training for catering staff as required to comply with legislation and assist in the delivery of required standards
* Maintains and audits records, such as Food Allergen legislation, HACCP, Health and Safety
* Monitors food safety systems, as well as general risk control in the working environment, to ensure full compliance with existing and future legislation
* Places orders with approved suppliers and monitors in conjunction with the Head Chef their product availability and food safety controls
* Assists in stock management and controls
* Manages the on-going cleaning activities of the department, on a daily and periodic level
* Actively seeks to minimise resource wastage (Food, Disposable, Energy, Labour), by ensuring maintenance and usage of production records
* Responds, where appropriate to service provision feedback. Ensures this feedback is passed to relevant parties within the department for action if required
* Attends meetings with members of the department, the School and wider community as required
* Liaises and cooperates with external bodies and clients with reference to compliance or department service provision
* Assists the catering management team in the recruitment of staff where appropriate, ensuring the School’s recruitment policies are followed at all times
* Drives the department’s van to make catering deliveries as required
* Carries out any other duties as reasonably requested by the catering management team or School Leadership Team

**General responsibilities**

* Ensures the safety and well-being of children and young people at the School by adhering to and complying with the School’s Safeguarding and Child Protection Policy at all times.
* Attends Royal Russell Day and Open Day as required.
* Displays correct staff identification at all times whilst on site.
* Attends training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
* Adheres at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
* Carries out any other reasonable duties as requested by the Headmaster.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

**Person Specification – Sous Chef**

**Experience:**

* Proven experience of trade and food production within a variety of different environments, in particular large volume roles and foods from foreign countries
* Proven experience of quality volume food production, using fresh ingredients for the most part, in a supervisory role is essential
* Experience of large team supervision and broad range of training requirements
* Experience of product ordering and liaising with suppliers
* Experience of working with special dietary and religious requirements
* Experience of working within budgetary guidelines
* Experience of the private educational sector would be advantageous

**Qualifications:**

* Minimum NVQ 2 in Cookery for the Catering Industry (or equivalent)
* Good level of general education including GCSE Maths and English at Grade C or above
* Intermediate Food Safety Qualification by a National Awarding Body
* Proof of Health and Safety Training
* Training qualification within Catering at Level 3 (desirable)

**Knowledge and Skills:**

* A full, clean current UK driving licence
* Well presented, professional appearance
* Confident communicator at all levels
* Ability to stay calm and communicative under pressure and lead by example
* Open and supportive leadership style, with the ability to assert authority where necessary and take ownership of that authority
* Passionate and creative approach in delivering good food and service excellence
* A positive can- do flexible attitude
* Computer literate with experience of MS Office packages and ability to place orders on line
* Keen eye for detail in all areas of the Sous Chef’s remit from food production to kitchen cleanliness
* Ability to work as part of a team or alone on own initiative
* Strong time management skills of self and team
* Physically fit and able to lift weights up to 25kg

**Date: August 2017**