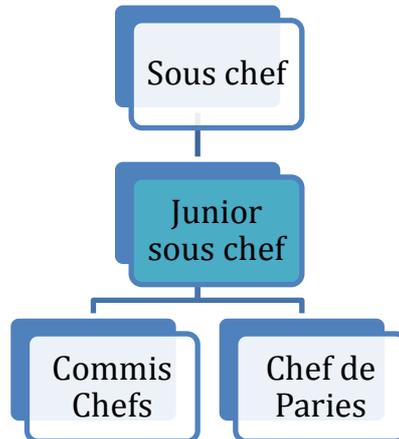




## Job Description & Person Specification

### Junior Sous Chef

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### Role Purpose Statement:

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To maintain and supervise to ensure the smooth running of the kitchen operation in all outlets. And produce 5 star standards of food and continually strive for perfection and high levels of member satisfaction

### Main Accountabilities:

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#### ***Department budget***

Maintain and supervise stock levels of all produce and mise en place to the business requirement, closely monitor usage and minimise wastage

#### ***Resource Planning/People Management***

Develop individuals to build a strong team to deliver the business requirement

Train and develop the Chef de Parties, Commis and Trainees in order to consistently deliver to the expectation of both members and management.

Lead by example to ensure that each member of the team is motivated, engaged and fulfilling their potential.

Attend monthly meetings with key team players, Sous Chefs, Pastry Chef to inform to departmental costs, payroll, food costs, year to date budget performance etc.

Maintain levels of discipline at all times

#### ***Service Delivery/Operations***

Accept daily deliveries and ensure all are in order by checking weights and quality

Check all mise en place daily to maintain quality

Ensure all standard operating procedures are adhered to ensure a consistent delivery of excellence and positive member experience

Work closely with the Restaurant managers to ensure good communication and team work, front and back of house.

Monitor and supervise the Staff restaurant facility in order that all staff are given a well prepared

and presented daily offering of food.

***Service Quality***

Liaise with kitchen steward supervisors to maintain cleanliness to the set standards.

Check produce and all mise en place daily to maintain quality

Responsible for the restaurant service whilst overseeing the sections of the kitchen which need covering

Make sure nothing leaves the kitchen without at minimum Sous Chef sign off.

Assist the Head chef in maintaining the kitchens to the highest standard making sure all maintenance and housekeeping issues are reported and followed through using the company logging process.

***Health and Safety/Compliance***

Monitor and ensure all company policies and procedures are followed

Supervise and enforce the law in respect of food hygiene, health and safety, the club food policy

**Key Data:** Nil

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## Person Specification

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Qualifications & Training (Measured through certificates)	
Essential	Desirable
Level 3 food hygiene 5 Star experience	
Knowledge (Measured through experience)	
Essential	Desirable
Experience of stock control and ordering	Experience of Procure Wizard
Skills and Abilities (Measured through work trial day)	
Essential	Desirable
High standards of cooking ability Leadership Skills	
Personal Qualities (Measured through interview and work trial day)	
Essential	Desirable
High level of attention to detail Excellent interpersonal skills Flexible and Adaptable	
Values	Core Behaviours
Heritage Excellence Accountability Respect Trust	Focused Passionate Team Player Integrity Responsible

Name.....

Signature.....

Date.....