



Job Description

Job Title: Junior Sous Chef
Department: Kitchen
Responsible To: Head Chef
Responsible For: Kitchen Staff

Job Summary:

Your role is to assist the Head Chef and Sous Chef to achieve the highest standards of food production and **customer satisfaction**, contribute to the achievement of Gross Profit targets, maintain a safe and hygienic kitchen environment, train/develop colleagues and provide effective internal service.

Main Duties & Responsibilities:

1. Deputise for the Sous Chef in their absence and deliver high quality food standards. Your actions will also contribute to profitability, staff development and retention. (The ability to demonstrate effective and co-operative team working with colleagues at all levels is also a prime requirement of the role.)
2. To assist in the ordering, storage and management of all food items and ensure compliance with current legislation.
3. To help develop staff in achieving consistently high standards of food production and cleanliness in the workplace and to encourage a continual improvement process.
4. Ensure that staff follow the rules set by the Club/Hotel and/or by law regarding hygiene, stock rotation, dating, storage, temperature control of refrigerators, pest control, reporting of faulty equipment, reporting of notifiable diseases, reporting of absenteeism be it due to sickness or otherwise.
5. To assist with as necessary the purchasing of all kitchen items and food control in line with agreed budgets.
6. To achieve food cost targets/objectives as set down by the Head Chef.
7. To contribute to the production of quality daily and seasonal changes of menus.
8. Produce in conjunction with other chefs, menu plans, descriptions, costing, photographing and breakdown of all dishes available.
9. Ensure all responsible cleaning, tidying and welfare of the kitchen and surrounding areas is carried out effectively and to a high quality standard.
10. Ensure consistency of food quality and presentation and attend briefing for special functions if necessary as required to do so.
11. To assist in the instruction of all staff in re the job/functions list and the different sections it covers e.g. breakfast, functions, society days, room service etc.
12. Keep recipe folders in good order and up to date if and when necessary. Work to agreed recipes and ensure that junior chefs comply.



13. Help to prevent waste of food of any kind and over-production to mis-en-place. Keep food order from store or supplies to a minimum. Help to minimise the consumption of gas, electricity and water.
14. Assist the Head Chef in ensuring that all Health and Safety policy requirements affecting the department (and all fire regulation and procedures) are in place and all kitchen staff have received the correct training.
15. Work with others to maintain the TAM system of Health and Safety control, including the carrying out of risk assessments, when required.
16. To ensure daily work areas are allocated to staff in the most efficient and cost-effective way to achieve quality results.
17. To ensure the use, issue and care of all cleaning materials and equipment is controlled to maximum benefit, whilst considering health and safety regulations.
18. Assist in the carrying out of a stock take of food items to ensure an adequate supply at all times and to inspect the quality of this to ensure statutory compliance. Monitor the stock of all cleaning and kitchen supplies to ensure sufficient levels.
19. To assist in the recruitment and selection of new staff if required.
20. To observe and follow the guidelines and principles set out in any policy and procedure produced within the establishment or by Leaderboard colleagues.
21. To consult with the Head Chef where there are issues for concern or where clarity is needed and comply with statutory and contractual requirements regarding the work place such as employment law and internal disciplinary procedures.
22. To attend any meeting arranged in the interests of the business and customers and respond professionally during such occasions. If necessary participate in any special presentations as required by the Head Chef.
23. To undertake any other duty and responsibility consistent with the role.

This list of duties is not exhaustive, nor is it intended to be, and duties are not listed in any order of priority.

I have read and agree to the responsibilities and duties set out in the above Job Description for the position of **Sous Chef** and I agree to keep this job description updated at all times in accordance with the duties which are incumbent upon me.

Name

(PLEASE PRINT):

Signature:

Date:
