

JOB DESCRIPTION

Job Title: Sous Chef

Department: Catering

Reports to: Executive Head Chef

Purpose of role:

To assist the Executive Chef, Shift Head Chef and Section Chefs in the smooth running of the Kitchen to include preparation, cooking and presentation of all foods ensuring quality, value-for-money, and customer satisfaction. Deputise for the Executive Chef and Shift Head Chef in the absence when requested.

Main Duties:

1. Delivery of Food Service

- To skilfully produce a variety of food dishes to a high standard of preparation, production, food quality, plating up, presentation and service dishes and to oversee the work of those on their shift to ensure the same expected standard under the guidance and instruction of the Executive Head Chef and senior team.
- To help produce menus, which demonstrate flair, imagination and a commercial awareness that considers current trends in the catering industry, incorporating seasonality as well as influences from around the world, meeting customer needs and preferences whilst being mindful of tradition.
- To offer and support a range of mainstream menus to meet individual dietary requirements, being aware of various dietary requirements, food allergens and religious customs - and seeking innovative dishes to cater for their needs.
- To supervise, inspire and train staff in food preparation, quality and service and to foster good working relations within the team and across all sections of the department.
- To consult with the Front of House teams to provide a seamless service and ensure that any problems are resolved as quickly as possible.

2. Kitchen Operations

- To assist the Executive Head Chef & Head Chef in the day-to-day running, ensuring that processes such as being aware of all daily menus and forthcoming functions in advance by checking the kitchen notice boards and menus for any amendments, sections handover procedures, daily checklists, M.E.P sheets, sections and department purchasing, sections close down and opening procedures are completed correctly and efficiently.

- To take delivery of ordered goods in liaison with the store's person. Be commercially aware and understand the values of stock and items in the kitchen.
- To oversee purchasing and purchasing sheets for sections and dry stores.
- To ensure correct usage of equipment and reporting any faults to Executive Head Chef or deputies.

3. Leadership

- To lead by example to set clear goals and standards.
- To monitor the performance of staff, recognising, feeding back, and encouraging excellent performance and dealing or reporting any unsatisfactory performance issues in accordance with College procedures.
- To help undertake regular training and development needs and contribute to develop on-going training and development programmes.
- To delegate, inspire and motivate the staff to work collaboratively between the Kitchen teams and with Front-of House Service staff to develop a team culture based on inclusivity, mutual support, respect, communication, and commitment, embedding excellent customer service within all aspects of service delivery within catering services.
- To encourage effective communication between the team and also feedback channels between staff and customers.

4. Health and Safety and Compliance

- To adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of all who may be affected by their actions. To attend any training which is provided in relation to health and safety, or which is identified as necessary in relation to their work must be.
- To supervise and maintain a high standard of hygiene within the department as required by the "Food Safety Act 1990", "Food Safety (General Food Hygiene) Regulations 1995", the "Food Hygiene (England) Regulation 2006" and any subsequent legislation or guidance to enforce the department's Food Safety Management System and recommend amendments to these procedures as and when appropriate.
- To supervise and utilise all aspects of Trinity's Food Safety Policy and HACCPs in association with Food Alert and Monika.

- To supervise and utilise all aspects and procedures in accordance with Trinity's allergen policy.
- To help supervise and develop all systems, procedures and documentation needed to conform to prevailing Health and Safety, Food Hygiene and COSHH legislation and confirm with best practice in the industry. This will include responsibility for maintaining all catering plant, equipment, and environments in safe, working condition and carry out and communicate findings and recommendations of all risk assessments in a timely manner, immediately reporting any faulty equipment.
- To supervise and maintain high levels of personal hygiene, and ensure the uniform provided are clean, presentable and worn at all times when on duty (including chef's hat, neckerchief and safety shoes).
- To ensure all 'Daily Hygiene Checklists' are completed for each section.

5. Cost Control Management

- To help maximise the efficient and effective use of labour.
- To co-operate with the store person to maintain and where necessary, develop best practice with regard to the efficient and effective management of purchasing, stores management, stock accounting and procedures. This will include accurate and auditable purchase, receipt, storage, issue, and security activities.
- To help maintain and develop efficient and effective ways to reduce and control wastage.
- To supervise the purchasing and production of foodstuffs and minimise waste and maintain portion control in ways that maximise efficiency and maintain gross profit, as designated by the Catering Manager.

6. General

- To deputise and provide cover for the Shift Head Chef during periods of absence.
- Supervise kitchen porters in the safe use and maintenance of kitchen equipment, COSHH + PPE.
- To maintain effective communication with students and members of the College, University and Conference guests.
- To attend personal and professional training and development in order to update skills and knowledge of developments within the Catering and Hospitality industry.

- To keep abreast of legislative changes, advising on and assisting in the implementation of appropriate changes.
- To assist with any administrative duties in order to maintain and develop systems.
- To maintain discretion and respect confidentiality ensuring that personal data is managed in line with Data Protection guidelines.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the job, or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Criteria	Description
Experience	<ul style="list-style-type: none"> • Experience of running a large Kitchen, for example within a five-star Hotel, Officer’s Mess, College, or equivalent establishment • A working knowledge of and a proven history in delivering, classical and modern methods of cookery • Ability to manage personnel and stock
Skills	<ul style="list-style-type: none"> • Ability to Cook to high standard • To present food with imagination • Creativity and flair to produce outstanding menus • IT skills • Negotiating skills • Management skills • Excellent communication skills • Ability to assess innovative technologies and methods of work and implement into current working practices, using effective change management strategies
Qualifications	<ul style="list-style-type: none"> • Working knowledge of HACCP • Working knowledge of COSHH • Full knowledge of allergen legislation & customer dietary requirements • Good working knowledge of relevant Health and Safety regulation • Certificate in Intermediate Food Hygiene
Additional requirements	<ul style="list-style-type: none"> • Keep abreast of the legislative changes in order to accurately implement appropriate changes • Keeps abreast and develops own skills • Requirement to work additional and unsociable hour’s necessary to maintain service provision and meet fluctuations in business patterns • Kitchen contains a high level of hazards – hot food, hot equipment and sharp instruments

EMPLOYMENT DETAILS

Rate of Pay:	£34,607 per annum plus a shift allowance of £4,153 (total £38,756).
Hours:	75 hours per fortnight excluding unpaid breaks, worked on a shift basis.
Holiday:	33 days including 8 public holidays.
Probationary Period:	Six months.
Meals:	Free lunch is provided for staff whose duties cover this period.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	The College provides health care currently through membership of Aviva. Membership of a dental care scheme is also available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
Employee Assistance:	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
Cycle to Work Scheme:	There is a tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, up to a maximum value of £6,000.
Childcare:	Access to a workplace nursery, subject to places being available.
Uniform:	A uniform will be provided.
College Punts:	Use of college punts at a subsidised rate.