

**JOB DESCRIPTION**  
**Sous Chef**  
**Vacancy Ref: M188**

Job Title: Sous Chef	Present Grade: 5
Department: Hospitality	
Directly responsible to: Head Chef	
Supervisory responsibility for: Chefs, Cooks, Kitchen Porters, Storeman, Part time and casual staff.	
<p>Other contacts;</p> <p>Internal: Head of Hospitality, Assistant Hospitality Managers, Development Chef, FOH Supervisors, Unit Managers, Staff and Students.</p> <p>External: Suppliers, Conference Delegates and Visitors</p>	
<p>Major Duties:</p> <p>To take responsibility in the absence of the Head Chef and supporting in the smooth running of the kitchen.</p> <ul style="list-style-type: none"> <li>• To prepare and cook food to agreed standards, by following SOP's (Standard Operating Procedures)</li> <li>• To work alongside the Head Chef and Development Chef with menu planning, maintaining SOP's and ensuring menus are costed accurately</li> <li>• To understand and follow all procedures with regard to Allergen Laws</li> <li>• Motivate, train and develop the production team to create food to a high level</li> <li>• To ensure that food and ingredients coming into the University is of the Highest quality and standard.</li> <li>• To ensure that GP, Staffing and other costs meet budgeted targets</li> <li>• Assist with ensuring the kitchen is correctly stocked in line with the business level to ensure minimum waste and carry out the monthly stocktaking process</li> <li>• To operate and ensure all staff operate within EHO, COSHH, and University Health and Safety guidelines</li> <li>• To ensure that all mandatory documents and records are in place up to date and available for inspection, including completion of daily compliance logs</li> <li>• To advise the Head Chef or Head of Hospitality on all matters that will effect food legislation requirements, service, efficiency and quality</li> <li>• To maintain excellent customer relations, ensuring that all kitchen employees project a positive customer focus and professional image</li> <li>• To wear uniforms at all times in line with departmental policy</li> <li>• To maintain a high standard of personal hygiene and work in a clean and tidy manner</li> <li>• To attend relevant training courses as directed by the department or university</li> <li>• To undertake any other duties commensurate with the position or grade</li> </ul> <p>The position will require you to be based in our main production kitchen but also to work across campus in a variety of kitchens as required</p> <p>The work will include some extended hours, evening and weekend work in line with business demands</p>	