# JOB DESCRIPTION

**Sous Chef**  
Vacancy Ref: M188

<table>
<thead>
<tr>
<th>Job Title: Sous Chef</th>
<th>Present Grade: 5</th>
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<td>Department: Hospitality</td>
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<td>Directly responsible to: Head Chef</td>
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<td>Supervisory responsibility for: Chefs, Cooks, Kitchen Porters, Storeman, Part time and casual staff.</td>
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| Other contacts;  
Internal: Head of Hospitality, Assistant Hospitality Managers, Development Chef, FOH Supervisors, Unit Managers, Staff and Students.  
External: Suppliers, Conference Delegates and Visitors | |

## Major Duties:

To take responsibility in the absence of the Head Chef and supporting in the smooth running of the kitchen.

- To prepare and cook food to agreed standards, by following SOP’s (Standard Operating Procedures)
- To work alongside the Head Chef and Development Chef with menu planning, maintaining SOP’s and ensuring menus are costed accurately
- To understand and follow all procedures with regard to Allergen Laws
- Motivate, train and develop the production team to create food to a high level
- To ensure that food and ingredients coming into the University is of the Highest quality and standard.
- To ensure that GP, Staffing and other costs meet budgeted targets
- 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
- To operate and ensure all staff operate within EHO, COSHH, and University Health and Safety guidelines
- To ensure that all mandatory documents and records are in place up to date and available for inspection, including completion of daily compliance logs
- To advise the Head Chef or Head of Hospitality on all matters that will effect food legislation requirements, service, efficiency and quality
- To maintain excellent customer relations, ensuring that all kitchen employees project a positive customer focus and professional image
- To wear uniforms at all times in line with departmental policy
- To maintain a high standard of personal hygiene and work in a clean and tidy manner
- To attend relevant training courses as directed by the department or university
- To undertake any other duties commensurate with the position or grade

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

The work will include some extended hours, evening and weekend work in line with business demands