

JOB DESCRIPTION
Sous Chef
Vacancy Ref: M234

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>Reporting to the head chef, the sous chef plays a vital role in supporting the operations management of the kitchen, and in the production of excellent food.</p> <ul style="list-style-type: none"> • 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 • 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 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 <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>	

