# JOB DESCRIPTION

**Sous Chef**

**Vacancy Ref: M258**

<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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<td>Other contacts; Internal: Head of Hospitality, Assistant Hospitality Managers, Development Chef, FOH Supervisors, Unit Managers, Staff and Students. External: Suppliers, Conference Delegates and Visitors</td>
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**Major Duties:**

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.

- **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**

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.