

JOB DESCRIPTION

| | |
|------------------------|---|
| Job Title: | Sous Chef |
| Responsible to: | Senior Sous Chef, Executive Head Chef |
| Key Liaison: | Internal Clients - F&B Managers, Reception, Housekeeping, Maintenance, HR, Revenue, Health Club & Spa Managers External Clients – Suppliers, Professional Bodies, Guests |

Scope and Purpose of Role:

Delivery of menus in line with company brand standards and AA rosette level held by the hotel. Assisting the Head Chef in the day to day running of the kitchen ensuring statutory obligations are met and kitchen profit achieved. Maintaining an efficient kitchen operation in the absence of the Senior Sous Chef.

Key Responsibilities:

1. Create, plan and implement menus in conjunction with the Head Chef taking into account pricing to achieve kitchen profit, seasonality, local and fresh produce and special diets.
2. Prepare and cook all dishes on the menus to standards set by the company and the Head Chef. Oversee service in the absence of the Head Chef. Assist with preparation and cooking of employee meals as required. Cover pastry and breakfast duties as required.
3. Maintain stock levels of food and consumables and place orders in line with budget and business needs. Ensure all deliveries meet order requirements and quality in line with purchasing specifications. Maintain secure stock storage. Minimise expenses by careful control of food stock, gas, electricity and water. Control and record transfers to other departments.
4. Monitor cooking, chilling, labelling, storage and rotation of food, keeping required records and taking appropriate action where necessary to ensure compliance with HACCP procedures and food hygiene regulations.
5. Maintain high standards of cleanliness and hygiene practices in line with legal and company requirements, including refuse areas, wash-up areas and all food storage areas. Keep the kitchen equipment clean and in good working order. Address hazards and follow up maintenance requirements.
6. Recruit and plan the kitchen porter labour resource. Trade test at commis chef level.
7. Undertake rota preparation, forecasting and timesheet control in the absence of the Senior Sous Chef and Head Chef.



8. Maintain up to date knowledge of food industry trends.
9. Adopt a flexible approach and assist in different areas of the hotel as business and guest needs dictate. Carry out reasonable requests.
10. To ensure all staff have completed their food safety and allergens training.
11. To ensure all staff have completed their allergens training.
12. To maintain the kitchen budget.
13. Assigning tasks to other chefs and kitchen porters.
14. Dealing with suppliers and ensuring that they supply quality good at affordable prices.
15. Managing the inventory and ordering stock as needed.
16. Overseeing the maintenance of kitchen equipment and organizing repairs when needed.
17. Developing new dishes and overhauling menus to attract more clientele.
18. Ensuring guests receive excellent service and enjoy their culinary experience
19. Assisting in monthly health and safety checks.
20. Assist with deep cleans
21. Addressing and solving guest complaints quickly.
22. Monitoring the kitchen are and staff to ensure sanitation standards are maintained.
23. Maintain grooming standards and presentation to an excellent level at all times.
24. Attend all communications meetings; Team and Hotel Meetings.
25. Report all maintenance requirements and hazards in the work place to your Line Manager.
26. Take responsibility for your own personal development and keep personal portfolio up to date by attending training sessions and meeting when required and to operate in line with the training or information received.
27. Follow Hand Picked Hotels companies policies and procedures.
28. Ensure all Health and Safety requirements are met.
29. Ensure all training is completed and up to date when required.



30. Ensure Brand Standards are met.

This job description provides an outline of the major focus areas of the job role and is not exhaustive and subject to amendment from time to time.

Job Holder:

SIGNED:

NAME:

DATE:

General Manager:

SIGNED:

NAME:

DATE: