

## Job Description

### Red Dot Sous Chef

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|---------------------------------------|-------------------------------|--|
| <b>Position:</b><br>Red Dot Sous Chef | <b>Department:</b><br>Kitchen | <b>Reporting to:</b><br>Head Chef              |
| <b>Salary:</b><br>£31, 500            | <b>Contract:</b><br>Permanent | <b>Hours per week:</b><br>40 (5 days out of 7) |

#### **Job purpose:**

To prepare and cook food for our guests to an exceptional level and deputize in the absence of head chef.

#### **Role Competencies:**

##### **Planning Timescales:**

- Prepare and cook wide range of Complex fresh foods including fruit and vegetable, fish and seafood, meat and poultry dishes
- To cook from raw ingredients for Large events, weddings, buffets and carvery (When required)
- Prepare food for breakfast, snacks and lunch
- Cook All Breakfast Items, hot, chilled and ambient, for restaurant, day delegate meetings and arena, working to menu specification (When required)

##### **Decision Making:**

- To actively part take in ordering of food stock
- Delegation of duties on a shift basis
- Assist with menu development

##### **Impact & Influence:**

- Ability to work as part of a team
- To ensure kitchens and equipment are cleaned using cleaning schedule

##### **Skill Level:**

- Maintain a clean and safe working environment
- Comply with allergen policy as implemented by head chef
- To ensure that all food production is to the standard as set out and presented to specification guidelines
- To ensure all legal legislation requirements including health and safety, food safety and company policies
- To deputize in the absence of the Head Chef
- Ensure that foods are prepared, stored and cooked in line with HACCP regulations
- Ensure that daily HACCP checks are completed

##### **Communication:**

- Good level of customer service skills
- Good spoken and written communication
- Ability to use tablet based reporting system

##### **Budget Management:**

- Work within Budgeted guidelines including waste management, portion control, updating production sheets
- To ensure that Stock management procedures are adhered to including rotation, labeling, order sheets and date checks
- To help achieve the required cost of sale percentage.

**Lead & Develop:**

- To provide coaching and support in the development of Chef de Parties and Commis Chefs
- To provide support and training to all kitchen team members
- Supervise junior members of staff/agency
- Take lead on larger scale events with the assistance of the senior chef
- Delegate tasks to junior staff/agency where applicable
- Ensure compliance training is up to date for all kitchen team members

**Operating Parameters:**

- Close down kitchens at the end of shifts to a high standard
- Oversee that all deliveries are put away promptly and correctly
- Ensure all stock is rotated in line with Food Policy
- Ensure FLOW, Hilton Lobby and all compliance training is up to date
- Attend weekly BEO meeting on behalf of the department
- Assist with the input of staff hours and rota's onto the appropriate systems
- Assist with the development of rota's, ensuring all events and functions are covered by adequate staff
- Any reasonable management request

**Essential & Desirable Job Criteria:**

NVQ Level 3 in food Professional cookery equivalent (E)

Ability to work to strict guidelines (E)

Ability to work as part of a team and on own initiative (E)

Good Understanding of COSHH (E)

Good customer service skills (E)

Flexible and adaptable around a wide range of working patterns (E)

Good level of spoken English (E)

Passionate about fresh food (E)

Innovative and creative (E)

Demonstrate great attention to detail (E)

Thrive on a hard work culture (E)

Have a clear understanding of health and safety procedures (E)

12 months experience in a similar job role (D)

Level 3 in food safety (D)

To ensure that equality, diversity and inclusion is maintained and developed across all programmes and areas of the business (E)

**Safeguarding** - We are committed to safeguarding and protecting children and young people (CYP) and at-risk Adults (ARA) Our expectation is that you will fully accept your responsibility for the safety and welfare of all CYP and ARA by being fully conversant with all our safeguarding policies and reporting anything that does not appear to be correct. The post maybe subject to an enhanced DBS check and yearly self-declarations.

**Equality & Diversity – must be able to demonstrate** that equality, diversity and inclusion will be maintained and developed across all programmes and areas of the business.

Competency Total: 160

Level 4

Author: Amanda Hall

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