

# Sous Chef Job Description

## Key Skills

Achieves food margin  
Leadership  
Delivery of Food Service  
Systems Compliance  
Delivers Company Standards  
Personnel Skills

## Job Profile

### Achieves Food Margins

Assists the Head Chef in meeting and exceeding the company Food GP budget  
Assists the Head Chef in ensuring all kitchen staff are trained on dish specification and how to achieve food margins  
Orders of food stock appropriate to sales levels and not over ordered  
All sub standard food is returned with the appropriate paperwork and the supplier contacted. Supplier issues to be cascaded to senior managers  
All deliveries to be checked and signed for by the Head Chef / Sous Chef or manager on duty – where this is not possible a record must be placed onto the delivery note  
Prepares food for service appropriate to sales levels  
Controls wastage and records / reports all wastage  
Only nominated suppliers used via PLOFs and petty cash purchases are minimum to zero  
All invoices processed weekly and accounted for  
Staff Food policy is followed with no unauthorized food leaving the kitchen  
Dishes are to specification with no over portioning  
Keeps within budgets set for ordering  
All stock is secure and no loss of stock  
Stock rotation is followed and all store rooms / fridges and freezers are in order  
Assists in monitoring & controlling stock levels – daily, weekly and monthly ensuring there are no shortfalls.  
Queries and issues relating to dishes, menus and suppliers are cascaded to the Head Chef

## Leadership

- Inspire & motivate the team to achieve food to specification and therefore achieve sales and profits
- Leads by example, setting the pace and standards
- Support the Head Chef to train and develop the team to deliver food to specification and therefore exceed customer's expectations
- Praise and recognise good performance
- Deal with poor performance through informal reprimands and in conjunction with the Head Chef / GSM act as witness during disciplinary meetings
- Pro-active in problem solving
- Can work on own initiative to deal with problems and opportunities and cascades to the Head Chef / GSM and senior managers as is appropriate
- Verbal communication is key to the Sous Chef especially during peak business
- Communicate via team meetings, one to one meetings, training sessions, notice boards and written
- Communicate a vision of success which the team want to be part of
- Manage the day to day food administration ensuring systems compliance.

## Delivery of Food Service

- Ensure all dishes are to company specification.
- Ensure all company recipes and preparation requirements are met.
- Ensure temperature, seasoning and flavour are to specification
- Ensures readiness for service and the pace is set for peak trade
- Ensure all food is presented for service in a timely manner and in correct sequence
- Ensure that the storage of food meets company and statutory health and safety requirements
- Deal with any customer returned food in a timely manner

## Delivers Company Standards

- Deliver the company kitchen standards as identified on Kitchen Audit
- Implement and ensure the company Health & Safety Policy is met at all times – this includes the training of all kitchen staff
- Comply & implement all Health and Safety and Food Hygiene requirements
- Ensure temperature records and food labelling are maintained and up to date
- Ensure the kitchen is clean and hygienic, making sure cleaning rotas are adhered to and records kept
- Ensure all food is served to specification
- Ensure the kitchen uniform and personal hygiene requirements are adhered to
- Ensure the kitchen runs smoothly on a daily basis & is adequately stocked with all necessary goods
- Promote a positive perception of the company at all times both internally & externally
- Attend company meetings as requested

## Systems Compliance

Assist in ensuring daily, weekly and monthly administration is to company standards and meets deadlines

Ensure no unauthorised suppliers and only PLOFs are used when ordering

Carry out accurate stock take on a weekly basis as requested

Ensure no unauthorised changes are made to company paperwork and spreadsheets

Ensure no unauthorised changes or use of computers

Support the Head Chef to deal with the results of monthly food audits

## Personnel Skills

Assist in the trailing and recruitment of kitchen team members in line with company & statutory requirements.

Identify recruitment needs and assist in an agree action plan

Assist in recruiting a team that meet & exceed customer service standards.

Identify training needs and deliver training to drive sales and profits.

Deal with day to day personnel queries – referring to the Head Chef and GSM as appropriate.

Assist in the Performance review all kitchen staff on an ongoing basis.

Ensure only company statutory paperwork / letters are used.

Actively take part & assist Managers and chefs in training.