



# RICHARDSON HOTELS

*Where Memories are Made*

## Sous Chef

<b>Job Title:</b>	Sous Chef
<b>Department:</b>	Kitchen
<b>Responsible to:</b>	Head Chef
<b>Date Created:</b>	01.05.2015

### Main Purpose of Job

To assist the Executive Head Chef In:

- Monitoring Standards of Breakfast, Lunch, Dinner Room Service, Afternoon Tea, Room Service, Functions, Conferences, Sandwiches and Bar Snacks to ensure consistent levels of quality.
- The day to day operation of the kitchen to include mise-en place, food production and food service to meet the demands of the business.
- Training/ Development of kitchen team keeping morale and motivation to a high standard.
- To ensure product development.
- Ensuring other departmental members consistently meet their roles & responsibilities.
- Responsible For - all kitchen staff.

### Main Responsibilities

- To plan monitor & control the day-to-day work of all kitchen staff so as to ensure the highest standard of service to hotel customers.
- To plan monitor & control the day-to-day work of all kitchen staff to ensure compliance at all times with health & safety legal requirements.
- To be self motivated, lead & motivate all those for who are accountable to high expectations of personal performance & to minimise inter personal conflict.
- Awareness of days/weeks business to check with Executive Head Chef if not sure.
- To ensure the effective controls of their department through the use of ordering, recording & providing accurate information at all times.
- To plan control & monitor all kitchen staff training through appraisals & a training matrix in conjunction with the Executive Head Chef.
- To ensure that all staff have an induction.
- For planning & compiling dishes for the hotel & functions in consultation with the Executive Head Chef and Pastry Chef.
- Maintaining the correct running order of kitchen equipment through cleaning & maintenance programs.
- To carry out risk assessments for the main kitchen, and the Bakery area assisted by the Executive Head Chef, ensuring the folder is always up to date.
- Implementing procedure for the shutting down & controlled evacuation of the kitchen & other designated areas in the event of fire in the absence of the Executive Head Chef.
- The maintenance & monitoring of refrigeration temperatures in accordance with Health & Safety legislation to include stock rotation, cleanliness.
- To attend, hold & contribute towards meetings, job chats & provide accurate & timely feedback to Executive Head Chef.

- To maintain high levels of personal hygiene amongst kitchen staff.
- To ensure all dishes are tested & meet the hotels required standard. To ensure costing are performed accurately.
- To report defects within kitchen & enter in maintenance diary.
- To communicate effectively with Hotel Managers, other heads of departments & provide information as requested. To carry out duties from time to time as requested by hotel managers.
- Monitoring and implementing the cleanliness/ hygiene of departmental sections, own section fridges, freezers, dry store to be of the highest standard.
- Explaining and training the importance of putting deliveries away ASAP, stock rotation, labelling, date marking.
- To attend at times external courses organised by the hotel with a degree of professionalism that reflects the hotels standards.
- To assist the Executive Head Chef when required in the use of the Kitchen computer invoicing system.
- To fill out the complimentary tracker daily and report to Executive Head Chef.
- To assist the Executive Head Chef in planning & publishing of the staff duty rota.
- To assist the Executive Head Chef in IT, personnel admin.
- To ensure that fridge/ freezers temperature checks twice daily and that hot food checks are also done daily, the need to do sampling on functions.
- To liaise with Executive Head Chef and Pastry Chef and Restaurant Management team on equipment hire/ crockery etc.
- To enhance consistency by the use by a banked system of proven & tested recipes.
- To leave a handover note for when you are off duty explaining what has been done and what needs to be done.

### **Person Specification**

Previous experience in a similar role	<b>Essential</b>
Ability to deliver food to Rosette standard consistently	<b>Essential</b>
Continually strive to achieve personal goals and objectives	<b>Essential</b>
A flair and enthusiasm for cooking	<b>Essential</b>
A positive approach to menu planning and development of the menu	<b>Essential</b>
Ability to work well under pressure in a fast paced environment	<b>Essential</b>
Good communication skills	<b>Essential</b>
Excellent team player	<b>Essential</b>

### **Working Environment**

Working in all areas of kitchen and food preparation areas at the hotel.

### **Work Pattern**

Work pattern will be determined by the nature of the business. Days worked will be any 5 from 7, to include evenings, weekends and holiday periods. Shifts may be a mixture of split shifts and straights, as required.