

# Sous Chef

## -Job Description

### The Role

<b>Job title:</b>	Sous Chef
<b>Department:</b>	Commercial Services
<b>Responsible to:</b>	Executive Chef
<b>Location:</b>	Cirencester
<b>Salary:</b>	Grade 6: £26,341- £31,406 per annum
<b>Term:</b>	Full time, permanent contract, average 35 hours per week on a flexible rota basis
<b>Relationships with:</b>	Suppliers, staff, students, visitors and colleagues within the industry

### Purpose

To operate and manage the kitchen effectively to department SOP and KPI's. To ensure all administration is kept up to date and ready for inspection. To manage the team and lead in absence of the Executive Chef.

### Key Responsibilities

- 1 Deputise for the Executive Chef in their absence.
- 2 Assist the Executive Chef with overall management and be responsible for a team of professional kitchen and supporting staff, including training, development, delegating, scheduling and monitoring of tasks to timely completion.
- 3 Deliver a consistent quality food service, within budget parameters
- 4 Support the Executive Chef in compiling menus that meet customer, industry good practice and client needs and show continuous development of menus, adherence to parameters of accreditations and provenance.
- 5 Support the Executive Chef to develop and enhance relationships with suppliers to meet business needs including giving feedback and ensuring required quality.

- 6 Deliver budget food cost percentage, by ensuring accurate recipe costs and portion control providing performance analysis and written reports to the Head Chef, as required.
- 7 Ensure that all orders are recorded and placed on time, delivered in and any credits or returns are dealt with promptly.
- 8 Manage the kitchen skills and resources to meet business needs.
- 9 Ensure compliance with Food Safety and Health & Safety and Welfare policies.
- 10 Ensure compliance with all University policy and procedures.
- 11 Attend regular departmental meetings and cascade information back to staff
- 12 Address and successfully resolve all customer complaints and feedback
- 13 Ensure that as part of your duties you minimise energy consumption e.g. Water and electricity and maximise the recycling opportunities for waste. Encourage staff awareness of the impact of their actions on the environment, in line with University- wide sustainability goals
- 14 Ensure that stock levels are kept at agreed levels so that the stock is rotated in a systematic way. Carry out monthly stock take.
- 15 Undertake any other duties as directed and commensurate with the level of this post for which the post holder has the necessary experience and training.

## General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

## Person Specification

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential or Desirable</b>	<b>Measured By</b> A) Application Form B) Interview C) Presentation
<b>Qualifications:</b>		
City and Guilds 706 1, 2 or equivalent	E	A
Driving License or equivalent mobility	E	A
<b>Knowledge, Experience and Skills:</b>		
Experience of staff management, training and working with a team	D	A
Experience of volume catering operations	E	A
Knowledge and skills associated with High End hospitality and dining	D	B
Sound knowledge of H&S and Food Safety, HACCP requirements	E	A, B
Able to demonstrate current food trends and innovations within our industry	E	B
Ability to plan and organise workload of others	E	A, B
Ability to control day to day costs and demonstrate GP and selling price calculations	D	A, B
Demonstrate menu planning skills, understand seasonal variations, menu balance, ingredient variation and rotation, innovation/trends texture, colour and balance	E	A, C
Experience of continuous improvement through drive for achieving recognised accreditations and awards.	D	A, B
IT literate to include MS Word, Excel and Outlook	E	A, B
Experienced user of Procure Wizard software	D	A, B

## Application Procedure

If you are interested in applying for this role, please send:

- University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](http://www.rau.ac.uk)) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk) stating where you saw the advert for the role
- **Closing date** : 12 November with **Interviews** during week beginning 22 November 2021
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.