JOBS DESCRIPTION

Job Title  First Senior Sous Chef
Grade  4
Responsible to  Executive Head Chef

Overall Objective

- To assist the Executive Head Chef in producing high quality meals (including fine dining) and services within the required deadlines and to diners’ satisfaction.
- To work within the kitchen’s operating budget.
- To supervise shift to ensure that the production of meals on that shift are of the highest quality and are achieved by production methods that comply with all health, safety and hygiene legislation.
- To be responsible for allergens management during the shift (supervising).

Essential Job Functions

Food Production

1. Execute and supervise food production activities e.g. proper cleaning, cutting, marinading, seasoning, cooking of food items etc
2. Monitor and maintain consistent food standards and quality across all areas and during all stages of production and supply to ensure the HACCP procedures are followed
3. Have total accountability for the running of the shift
4. Develop menus and recipes which reflect eh flair and skills of the brigade while responding to the needs of the customers and current trends.
5. Ensure all food and food related products achieve food budgeted cost controls ensuring minimum wastage and ensure all menus are costed accurately
6. Conduct, co-ordinate and supervise inventories
7. Attend Domestic meeting with or in the absence of the Executive Head Chef
8. Support training of the kitchen team
9. Ordering food stock supplies, in collaboration with Executive Head Chef, according to budget constraints.
10. To have total accountability for the running of the shift and to ensure stock takes are produced quarterly in conjunction with the Executive Head Chef.

Quality

1. Maintain and monitor quality, conduction quality control checks according to HACCP regulations
2. Maintain and follow approved procedures for COSHH
3. Conducts quality checks of goods received.
4. Cleaning schedules: ensure all shift cleaning schedules are completed and recorded.
5. Ensure all meals are palatable and well presented by regular monitoring and sampling
6. Organise and prepare private meals including staffing outside the immediate kitchen environment, e.g. Lodgings, summer BBQs and Douglas Price room.
7. Control food cost by assisting in training kitchen staff on the proper methods of food preparation and handling including how to handle leftover food items.
8. Ensure that all kitchen employees consistently adhere to uniform, personal hygiene and appearance standards within the Kitchen and servery areas.
9. Co-ordinate food storage ensuring proper storage and use of both cooked and raw foodstuffs in compliance with food hygiene requirements.
10. Check and accept deliveries, following up where required.
11. Maintain and follow approved procedures for COSHH including ordering and organizing chemical supplies.

Supervision

1. Create daily production schedule to ensure proper staffing requirements are met.
2. Collaborate with the Executive Head Chef to implement and control the cost budget in the kitchen area.
3. Document underperforming staff members e.g. handover diary.
4. Deputise in the absence of Executive Head Chef.
5. Ensure that all kitchen employees consistently adhere to uniform, personal hygiene and appearance standards within the Kitchen and servery areas.

Communication

1. To undertake shift staff briefing with all team members.
2. Teach junior chefs and apprentices new skills and monitor their progress.
3. Maintain effective communication within the kitchen, be responsive to staff suggestions and concerns and work to resolve problems.
4. Maintain effective working relationship with food and beverage management and other departments.
5. Conduct regular inspections of the entire kitchen/dishwashing areas and coolers and promptly act to correct deficiencies found during inspection. Report all machinery faults e.g. coolers/freezers and promptly act to remedy e.g. call-out, visual check of trip switch/fuse.
6. Any service issue to be included in the handover diary. Urgent issues to be raised with Executive Head Chef as soon as practicable.

Health & Safety Requirements

All members of the Kitchen staff should, at all times:
- Apply health and safety regulations as appropriate and to maintain a safe working environment at all times;
- Follow food hygiene, health and safety procedures (and risk assessments/method statements) of the College and those specific to the Kitchen;
- Ensure that all tools are cleaned and put away in their correct and safe place;
- Use appropriate Personal Protective Equipment (PPE) for tasks as necessary and as determined by the Executive Head Chef;
- Report any faulty equipment to Maintenance and make note in shift handover notes.

Scope of Authority

Purchase Orders and contracts – routine items within agreed budgets up to £500 (items between £500 and £1,000 should be counter-signed by the Executive Head Chef (or in his absence, the Domestic Bursar)).

Authorised by: Executive Head Chef ……………………………………. 19.10.21

Sarfraz Hussain