

## JOB DESCRIPTION

**Job Title:** Junior Sous Chef

**Responsible to:** Head Chef

**Grade:** 3

### Overall Objective

- To assist the Head Chef in producing high quality meals (including fine dining) and services within the required deadlines and to diners' satisfaction
- 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 allergen management during the shift being supervised

### Essential Job Functions

#### Food Production

1. Ordering food stock supplies (in collaboration with Head Chef) according to budget restraints
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. Ensure that the appropriate methods of cooking and presentation are used to maintain high standards of service
4. Ensure safety and security including allergen regulations are adhered to at all time
5. Ensure each member of the shift has sufficient knowledge of produced dishes to be able to advise serving staff/diners, e.g. allergens and content
6. Wastage: correct handling of surplus food after service
7. To have total accountability for the running of the shift and to ensure stock takes are produced quarterly in conjunction with the Head Chef

#### Quality

1. Maintain and monitors quality, conducting quality control checks according to HACCP regulations including signing off HACCP at the end of every shift
2. Maintain and follow approved procedures for COSHH
3. Conduct quality checks of goods received, ensuring legal and quality standards are maintained
4. Cleaning schedules: assist in the implementation of the Kitchen cleaning schedule to the agreed standards
5. Monitor and ensure compliance with recipe specification
6. Assess all dishes before leaving kitchen for taste, presentation, and food quality
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

### Supervision (as appropriate during seniors' absence)

1. Ensure shift is properly organised, staffed, and supervised
2. Create daily production schedule to ensure proper staffing requirements are met
3. Open and close down kitchen, ensuring HACCP and COSHH signed off every shift

### Communication

1. Teach junior chefs and apprentices new skills and monitor their progress
2. Maintain effective working relationship with food and beverage management and other departments
3. Be customer-oriented and able to converse with diners
4. Maintain a detailed knowledge of the full menu and be able to explain dish descriptions including allergens
5. Any service issues to be included in the handover diary, urgent issues to be raised with Head Chef as soon as practicable

Undertake any other duties or responsibilities which may be assigned from time to time by the Head Chef.

### 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 Head Chef.
- Report any faulty equipment to Maintenance and make note in shift handover notes.

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## PERSON SPECIFICATION – Junior Sous Chef

	Essential	Desirable
Qualifications, experience, and background	<ul style="list-style-type: none"> <li>• Recognised catering qualification (e.g., NVQ Level 2 in Professional Cookery)</li> <li>• Food Hygiene Level 2 certification</li> <li>• Allergen Awareness training</li> <li>• Experience working in a professional kitchen</li> <li>• Experience working in high-volume catering environments</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of creating dishes for high volume diners</li> <li>• Intermediate Food Hygiene Level 2</li> <li>• Awareness of HACCAP regulations.</li> </ul>
Specific knowledge/skills (technical)	<ul style="list-style-type: none"> <li>• Eye for detail and food presentation</li> <li>• Ability to produce consistent, high-quality food for large numbers</li> <li>• Strong organisational skills</li> <li>• Ability to run shift</li> <li>• Good communication skills</li> <li>• Understanding of food safety regulations</li> <li>• Ability to work under pressure during peak service</li> <li>• Knowledge of portion control and cost management</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in modern food trends</li> <li>• Ambition to progress to Sous Chef level</li> <li>• Creativity in menu planning with Senior chef/Head chef</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Passion for food service</li> <li>• Calm, organised, and flexible approach</li> <li>• Self-motivated and proactive</li> <li>• Professionalism and discretion appropriate to a collegiate environment</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in modern food trends</li> <li>• Ambition to progress to Sous Chef level</li> <li>• Creativity in menu planning</li> </ul>
Team working/management skills	<ul style="list-style-type: none"> <li>• Ability to work effectively as part of a team</li> <li>• Ability to support senior chefs</li> <li>• Willingness to train, support, and guide junior kitchen staff</li> <li>• Ability to lead the kitchen during service when required</li> <li>• Reliable and accountable under pressure</li> <li>• Collaborative approach with front-of-house teams</li> </ul>	<ul style="list-style-type: none"> <li>• Experience supervising and mentoring junior kitchen staff</li> <li>• Experience coordinating formal dining and high-profile events</li> <li>• Experience in delegating tasks effectively.</li> </ul>

**Authorised by:** Head of Catering Services

**Date:** January 2026