

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Sous Chef	Post Number:	FE1002F
Daily Supervision:	Head Chef	Grade:	£12.27 - £13.31 per hour
Department:	The Drill	Last Updated:	May 2022

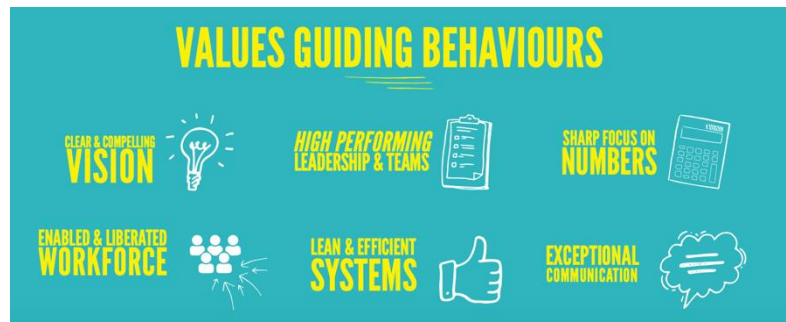
Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

Our Cornerstones of Success & Values Guiding Behaviours:



Job Purpose:

The Drill has a new exciting opportunity for a Sous Chef working at The Drill' Limelight restaurant. Supporting the Head Chef, the Sous Chef is responsible for preparing and cooking high quality dishes, ensuring the smooth and efficient day to day running in the absence of the Head Chef, as well as working alongside the team to help develop exciting, contemporary menus and long-term strategy. In the absence of the Head Chef, they will lead and develop the kitchen team and deliver a safe kitchen environment.



PRINCIPAL DUTIES AND RESPONSIBILITIES:

Job Purpose:

To support the management and delivery of day to day catering operations in The Drill kitchen.

To prepare food, oversee production and service in The Drill restaurant.

To maintain professional standards and expertise by undertaking relevant professional development.

To maintain high quality fresh food standards.

To respond to enquiries and undertake relevant duties including some paperwork and management duties in the absence of the Head Chef.

To take responsibility for the security of working areas including keys, equipment and stock.

To assist with stock control and ordering and completion of associated documentation, including monthly full stock takes.

To comply with agreed portion controls and maintain waste control records.

To lead the kitchen team in the absence of the Head Chef, communicating effectively to ensure the smooth running of the restaurant operation with a motivated team.

To liaise with external suppliers to order relevant goods from preferred suppliers and liaise with both internal and external customers.

To support the drawing up staff rotas, ensuring that the kitchen is adequately staffed at all times.

To work closely with other members of staff to develop and maintain a coordinated approach to customer care and to ensure that all kitchen staff understand and are fully committed to this approach.

To maintain all necessary documentation required for Trading Standards and Environmental Health to ensure food safety.

To accept responsibility for the implementation of The Drill' Equal Opportunities.

To be responsible for the safeguarding and promotion of the welfare of staff and students wherever applicable within the role as Sous Chef.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	Food hygiene certificate (Level 2)	A/I
2	Up to date knowledge of recent food hygiene legislation.	A/I
3	Up to date knowledge of health and safety legislation.	A/I

	Skills/Abilities – Interpersonal	PSM
4	Ability to prepare food from fresh ingredients to a high standard.	A/I
5	Ability to communicate orally and in writing.	A/I
6	Ability to work in a fast-paced environment.	A/I
7	Ability to work in a non-discriminatory manner.	A/I
8	Ability to be a team leader and team player.	A/I

	Experience	PSM
9	At least 3 years' experience within a catering environment.	A
10	Experience dealing with venue Health & Safety Protocol.	A

	Work Related Circumstances	PSM
11	Flexible approach to the work duties and hours.	A
12	Ability and willingness to undertake relevant staff development.	A/I

	Skills/Abilities - Other	PSM
13	Ability to communicate well with all types and ages of people.	I
14	Ability to work quickly and effectively.	A
15	Awareness of the College's safeguarding policy.	I

Prepared By:	Craig Gollin – Head of Commercial Catering
Date:	May 2022

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test