

**Sheffield Media and Exhibition Centre Limited**

**Showroom & Workstation**

<b>Job Title:</b>	<b>Senior Sous Chef</b>
<b>Responsible to:</b>	<b>Head Chef, Operations Manager</b>
<b>Responsible for:</b>	<b>Other kitchen staff in the absence of Head Chef</b>
<b>Salary:</b>	<b>£23,578.45 per annum</b>
<b>Hours:</b>	<b>37 hours per week, normally worked over a seven-day rota and including weekend and evening shifts</b>

**Purpose of the Post**

To work within the kitchen team in producing and maintaining a high quality and consistent standard of food for all clients and to deputise in the absence of the Head Chef.

To protect the business, guests and staff at all times, in terms of quality of product, health and safety and due diligence.

To protect and maximise GPs through tight controls.

To achieve food hygiene scores of 5\*.

**Duties**

To assume overall responsibility for the kitchen operation in the absence of the Head Chef including setting rotas, ordering stock, cost control etc.

Responsible for the overall running of the kitchen and service of food.

To maintain the high standards of presentation, quality and speed of service, ensuring deadlines are met.

To uphold hygiene and cleaning standards in all areas within the statutory requirements.

Observe, advise and enforce all statutory regulations including Health and Safety, Security, Hygiene, Finance and Licensing Laws.

To assist the Head Chef in maintaining control of food costs and profit margins agreed to the departmental procedures.

To assist with menu development and planning.

Drive, motivate and direct the kitchen team to ensure a high standard of quality, service and customer care.

Be visible during food service and communicate effectively with staff and customers to ensure a high standard of quality and food.

Manage customer facing food displays.

Give clear guidance and regular briefings to all kitchen staff in relation to food service and quality.

Work closely with the Head Chef in planning and executing all catering services and food related promotional activities.

To assist with the development and management of functions and external catering events.

Be proactive in identifying and recommending opportunities to enhance customer satisfaction and contribute to the testing of new ideas.

To assist with the receipt of goods ensuring quality and quantity checks are carried out and delivery sheets are completed to the agreed standard.

To assist with the development and monitoring of waste management systems.

Assist with risk assessments in line with Food Hygiene regulations including assistance with completing all HACCP files to the agreed standard and reporting any issues that may arise.

### **Personnel Specification**

#### **ESSENTIAL:**

To possess strong decision-making skills, with the ability to quickly assess situations and to use sound judgement to ensure the business functions to a high standard.

Proven organisation skills.

Proven staff management and communication skills.

Experience of managing a busy food operation where speed and flexibility of service are key, working with fresh ingredients.

Experience of preparation and delivery of largescale functions, weddings and outside catering events. Buffet serviced events and corporate catering.

Awareness of industry trends to provide future development of the business.

Capable of working under pressure, working flexible and unsociable hours when required and to be a key team member.

Personal presentation to be clean and respectable.

Impeccable time keeping.

Due diligence and honesty with regard to security, money and stock.

Experience of waste and stock control systems.

Experience of computerised stock and ordering systems.

Proficient in general use of Microsoft Word and Excel software packages, internet use and Outlook email.

General financial aptitude to enable operating within budget, forecasting, budget setting, etc.

Willingness to undergo further training and to advance personal skills.

Qualifications 706 1, 706 2 or SVQ/NVQ Level 2/3.

CIEH level 2/3/4.

**DESIRABLE:**

A current First Aid Qualification.

Experience of menu creation for venues of a similar nature.

Experience of producing menus for hospitality and events.