

September 2021

Thank you for your interest in the post of Sous Chef. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter to:

Helen Dearing, Human Resources Business Partner

Email: hmailbox@westdean.ac.uk

Closing date for applications: 30 September 2021

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within 2 weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

Due to the need to fill this position as soon as possible, interviewing may commence prior to the closing date.

Diversity & Inclusivity Statement

West Dean College of Arts & Conservation values the diversity of its staff and students. We aspire to be a fully inclusive and representative employer and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, faith or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We strongly encourage applications from suitably qualified candidates from a wide range of backgrounds to apply and join our teams at West Dean College of Arts & Conservation.

GDPR Statement

At The Edward James Foundation we take privacy very seriously and have reviewed all our records and processes to ensure that we are fully meeting the data protection standards introduced by the General Data Protection Regulation (GDPR) on 25 May 2018. Full details regarding how we collect, process and store personal information about you is available on our website: <https://www.westdean.org.uk/about/work-for-us>

JOB DESCRIPTION

JOB TITLE	Sous Chef
BUSINESS AREA	Food Production, Estates
RESPONSIBLE TO	Head Chef
MAIN PURPOSE OF JOB	To supervise the day-to-day running of the dining room kitchen, and provide support across the estate as required.

GENERAL DUTIES & RESPONSIBILITIES

General Kitchen, Team Development and Leadership

- Ensure the efficient and smooth running of the kitchen(s).
- Promote and maintain good working relationships throughout the Food Production and Food Service teams.
- Manage the day-to-day activities of the Kitchen Team with particular attention to the allocation of their duties and specific tasks.
- Conduct role specific induction training for new staff in the department, including all Health & Safety matters in the Kitchen.
- Monitor performance within the department, hold regular meetings with the Head Chef and staff.
- Undertake training to enhance and improve personal skills and knowledge in-line with the department strategy.
- Deputise for the Head Chef in their absence.
- Work across the estate as required.

Quality Control

- Demonstrate and maintain high standards of cooking to meet and exceed customer expectations.
- Ensure that high levels of customer service are maintained at all times.

- Provide a high quality food production/offering to all aspects of business across the estate.

Food Purchasing & Cost Control

- Help the Head Chef to manage and control daily food costs. Liaise with the Head Chef to ensure that the agreed budget for the department is adhered to.
- Support the Head Chef with ordering and supplier management using online systems and appropriate software.
- Wherever possible ensure that products available from the West Dean Gardens are utilised and promoted across the estate.
- Ensure that details of all orders are recorded according to set procedures.
- Ensure that stock levels are kept at agreed levels so that groceries are fresh and frozen products are used quickly and rotated in a systematic way.
- Check deliveries on receipt ensuring that faulty items are returned, ensuring that the relevant paperwork is received and processed. Issue items to kitchen team as required.
- Ensure that an effective stock rotation procedure is adhered to at all times and plan and organise the monthly stock take with the team.

Menu Planning & Food Production

- Produce and present food in conjunction with the kitchen team, keeping abreast of current trends and wherever possible exceeding customer expectations.
- Manage the production and planning of dishes in accordance with agreed procedures based on an analysis of customer numbers.
- Ensure that the duties allocated to team members are rotated to enable staff to become competent in all sections of the kitchen
- Take action to minimise wastage at all stages of food production implementing controls, keeping records and making reports as required.
- Take responsibility for the management and supervision of the wash up area and the staff duties required to operate this area.
- Instil into the kitchen a culture of essential hygiene practices connected with storage, cooking and storage of food; the importance of clean, tidy and hygienic working

practice such as use of knives, chopping boards, table surfaces etc. Lead by example in observing the rules concerning personal hygiene and appearance.

Health & Safety

- Adhere to the Foundations health & safety policy at all times, ensuring a safe working environment and the highest standards of food hygiene are maintained at all times in accordance with Environmental Health, HACCP, Food Standards Agency requirements and SFBB.

General

- Undertake training and activities as appropriate to enhance Continual Professional Development.
- Hold weekly staff briefing meetings.
- Represent the Food Production Department at meetings as required.
- Arrange or provide emergency staff cover where required.
- Perform all other duties as may be required from time to time.
- Undertake any other duties as may be reasonably requested by the Head Chef.



PERSON SPECIFICATION

Essential	Desirable
Experience	
Experience working at a similar level of responsibility	Experience in a similar environment
Proven experience of supporting and supervising catering teams	
Qualifications	
Relevant qualification and NVQ L2 or equivalent	First Aid certificate or willingness to undertake training
Minimum of basic level food hygiene standards and allergens awareness	Intermediate/Advanced Food Hygiene Certificate
Microsoft IT skills	
Skills & Abilities	
Able to demonstrate strong leadership, organisational, communication and planning skills	
Able to demonstrate a knowledge and experience of food costing	Experience of budgetary control
A passion for food and food service	
Confidence and adaptability in a kitchen environment	
Ability to cope with a varied and demanding workload and prioritise and delegate accordingly	
Ability to set an example and address performance issues as required	
Ability to communicate clearly and appropriately to all levels	

SOUS CHEF

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent
Duties:	As attached job description
Salary:	£30,000 per annum payable monthly in arrears by BACS transfer
Hours:	40 hours per week, 5 days over 7, primarily straight shifts including weekends and bank holidays (hours to meet the needs of the business).
Holidays:	33 days per holiday year (1 October to 30 September) inclusive of Bank Holidays (pro rata)
Benefits:	Contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College, free parking