



Sous Chef Job Description

The accountabilities outlined in this job description will be amended from time to time in order to reflect changes in business requirements



Service



Teamwork



Ambition



Responsibility



Solutions

The contents of this job description are intended to act as an outline to the main responsibilities of this position. However, the post holder will be expected to carry out any other duties as requested by their line manager.

Job Title	Sous Chef
Department	Food & Beverage
Date of Completion of Job Description	Unknown
Reports To/ Line Manager	Head Chef
Number of Direct Reports	None
Game Card Responsibilities	To support the club in achieving Game Card targets as guided by the club leadership team.
Location	Unit specific
Hours	As per contract of employment
Days of Work	The role will be based around the role holder working a five-day week (Monday to Sunday)
Business Needs	

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Job Purpose	<ul style="list-style-type: none"> To produce a courteous and efficient service and to comply with all set standards of service as advised during your induction, this job description or through training. Items under the following sections may require you to receive detailed training from management and will be provided as required.
Main Accountabilities	<p><u>Summary</u></p> <p>The Sous Chef will have the ability to assist with the running of the kitchen and will identify and conduct training needs, and understand company compliance procedures. They will be able to run the kitchen during service, and will maintain standards to the level required.</p> <p>They will be aware of the ordering of goods and have knowledge of suppliers. They will identify and report broken or faulty equipment and ensure safe working practices are followed. They will take responsibility during External Hygiene Audits and will action any subsequent recommendations. They will demonstrate safe and structured training for all staff and have an awareness of all the job roles for their team members.</p> <p><u>Key Task Area – Customer Service</u></p> <ul style="list-style-type: none"> To provide an appropriate and proactive level of service to meet the needs of the catering department and customer requirements. To have a courteous and appropriate telephone manner if and when required to use the telephone. Ensure that professional respect and courtesy is maintained within the Catering environment and any concerns are communicated appropriately to the line manager. Through regular communications by your line manager, and local notice boards, have an awareness of all promotions and activities in the casino. <p><u>Key Task Area – Technical Skills</u></p> <ul style="list-style-type: none"> Assist the Head Chef in compilation and costing of menus. In the absence of the Head Chef / Senior Sous Chef, liaise with Restaurant Manager. To control service during Head Chef / Senior Sous Chef absence. To assist with stocktakes. Recognise and rectify consistency concerns within the food production. To have full knowledge of ordering procedures. To control and minimise wage costs suitable to the operation. Once trained, have an awareness of knife usage and safety. <p><u>Key Task Area – Compliance and Administration</u></p> <ul style="list-style-type: none"> Ensure storage and dating/stock rotation is in line with company procedures and policies. To be able to use all kitchen equipment effectively. To report faulty equipment, plant machinery and utensils and ensure repairs are completed expediently. Ability to understand and follow safety procedures. Knowledge of outside contractors for kitchen maintenance. Ensure security of kitchen and fridges at closing. Ensure working areas are maintained in a clean, tidy and hygienic condition with health & hygiene / health & safety and company procedures / policies all adhered

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- Report any faults or defects and following up outstanding or re-occurring problems.
- To have full understanding and knowledge of the HACCPs and advise of faults in processes.
- Ensure a good working relationship is maintained with suppliers.
- To uphold the company's commitment to the protection of young and vulnerable people, in accordance with the company's responsible gambling policy and procedures.

Key Task Area – Planning and Leadership

- Support and assist Senior Chef in management and organisation of kitchen.
- Supervise kitchen operation to ensure outgoing food is of a consistently high standard.
- To effectively communicate with all members of the kitchen brigade ensuring appropriate people management skills.
- To compile departmental staff rotas in the absence of the Head Chef / Senior Sous Chef.

Key Task Area – Development

- Train staff to required standard of food production by Head Chef and company expectations.
- To actively promote ideas to improve business levels.
- To be conversant with industry trends and adapt.
- To ensure all delegated duties are completed to company expectations within the allotted time frame.
- When able to, attend industry trade shows to be familiar with technological advancements.
- Through training ensure costs are minimised and understand the cost implications for example: food wastage, date rotation and breakages.
- To recognise the importance of teamwork and group dynamics, building and maintaining effective working relationships within the team.
- To adopt a positive and flexible attitude to changing department priorities and procedures, including any required shift changes as a result of sickness or holiday that are communicated and consulted upon with you and your line manager.
- To review your own performance at probationary reviews and annual appraisal and actively be responsible for your development needs by using this job description to highlight area where you may feel further training or support is required.

A number of other responsibilities including departmental and company standards, required training, and compliance issues are covered in detail in the Employee Fact-File which should be read in conjunction with this job description.

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Agreed by Current Job Holder	Name	Signature	Date
Agreed by Line Manager	Name	Signature	Date

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