



## **Job Description**

- **Post Title: Sous Chef**
- **Grade: NJC scale 4 points 8 – 11**
- **Actual Salary: £21,707- £23,307 per annum**

## **Reporting to: Head Chef**

### **PURPOSE OF THE POST.**

- To motivate and lead a team to serve fresh interesting and nutritious school meals.
- To manage the team day to day following school procedures and policies
- To make meals within budget and which meet Government and the Schools standards at all times.
- To assist in developing a food and cookery curriculum for the school, working on highly aspirational food related projects for the school.
- To maintain high standards of cleanliness and hygiene in the kitchen area.
- To undertake day to day supervision of the kitchen team, supported by the Executive Chef

### **Main duties and responsibilities:**

- Prepare fresh fish, fresh meat, bake fresh breads and pastries.
- Prepare meals in accordance with an agreed seasonal 2-week menu cycle and change.
- Prepare menu in accordance with the school food standards allowing for allergen issues.
- Ensure full adherence to recipes, food presentation standards and portion control.
- Ensure team actively engage with pupils on service- encouraging them to try new foods, praising them and fostering a positive food culture
- Have a working knowledge of multiple cooking methods and an understanding of correct cooking procedures such as blanching, and refreshing, searing, grilling and steaming
- Undertake weekly menu planning ensuring that there is variety in the chosen meals and portion control.
- Prepare meals to meet specific dietary and cultural requirements.
- Ensure freezer and fridge temperatures logs are maintained on a daily basis.
- Be responsible for monitoring of food hygiene and safety measures.
- Check supplier delivery notes against orders and report discrepancies.

- Undertake stock taking monthly maintaining food stock levels and checking of dates.
- Order groceries monthly and other supplies according to the menu.
- Maintain a weekly and monthly cleaning regime for all the kitchen equipment.
- Take part in meetings and training organised and lead training where required, with support
- Check and monitor stock in the kitchen and report excess food items.
- Work as part of a team to deliver the best for pupils, which may include setting up the dining area, covering colleague's duties etc to make sure service is smooth

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

### **General requirements**

- Take part in the school's performance management system.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- Ability to adhere to staff expectations and policies across the school
- Ability to communicate effectively with pupils and staff, creating a culture of teamwork
- Ability to use technology to communicate with staff/colleagues

## Person Specification

### Qualifications

1.	Level 2 certificate in food Hygiene.	
2.	NVQ in food preparation and cooking.	

### Experience

3.	Experience of catering.	
4.	Previously managed, assisted or deputised own unit.	
5.	Experience of leading a team and training them in basic kitchen skills.	

### Knowledge

6.	Good foundation and higher-level knowledge of food preparation methods including: balancing meals, portioning, stock rotation and ordering.	
7.	Strong knowledge of baking.	
8.	Ability to cook to a high standard across multiple disciplines.	
9.	Interest in cuisine and furthering knowledge of food.	

### Skills

10.	Ability to read and implement instructions, such as Health & Safety and Food Hygiene regulations.	
11.	Ability to create and help implement interesting and healthy menus.	
12.	Able to use and clean machinery and light equipment.	
13.	Demonstrate a willingness and enthusiasm for training and progression.	
14.	Able to encourage children to select a balanced meal.	
15.	Able to communicate with all kitchen, school staff and pupils.	
16.	Able to train staff in basic kitchen skills.	
17.	Able to plan and run cooking classes and impart knowledge and skills.	
18.	Able to work on own and within a team.	
19.	Able to help lead and motivate staff.	
20.	Display a commitment to the Council's equalities policies.	
21.	Display and maintain a high standard of personal hygiene.	
22.	Work effectively in a busy and hectic environment.	