



Job Description Junior Sous Chef

Responsible To: Head Chef, Sous Chef, Management Chefs, General Manager

Responsible For: Chef De Partie, Commis Chefs and Kitchen Porters

Direct the preparation, seasoning and cooking of all dishes on the menu. To plan, prepare, price and order products for daily specials. To keep records and documentation on all aspects of the kitchen. Ensure that all margins are being achieved and that training and good team morale is being carried out and encouraged in the work place. Have full communication with your team the Head Chef, General Manager and all FOH.

Job tasks

1. Inspect supplies, equipment and work areas to ensure conformance to established standards.
2. Instruct your chefs and other co workers in the preparation, cooking, garnishing & presentation of all foods.
3. Ensure the kitchen & the team are ready for service, all prep is being managed, pre service checklists are completed
4. Monitor sanitation practices to ensure that employees follow standards & regulations.
5. Daily ordering or requisition food and other supplies needed to ensure efficient operation.
6. Controlling your stock levels at a satisfactory level that don't exceed what deemed inappropriate.
7. Recruiting of all staff in coordination with head chef & management chef
8. Analyze recipes to assign prices to special items & company food costs.
9. Supervise and coordinate activities of chefs and co workers in food production.
10. Collaborate with Head chef on planning and developing recipes and menus, taking in to account such factors as seasonal availability of ingredients and the high volume of customers.
11. To show the ability to achieve the company food margin of 75%.
12. To be fully capable of inputting daily food invoices on to the data system.
13. To have systems knowledge for inputting daily invoices & weekly Rota's
14. To complete all EHO legislation incl all due diligence and storage labelling
15. To assist the head chef in team members appraisals / one to one's .
16. Maintain hygiene standards through cleaning rota's and checklists, whilst ensuring that chemicals are correctly used in compliance with C.O.S.H.H legislation.

Knowledge requirement for Sous chefs

Administration and management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, leadership technique, production management and coordination of people and resources.

Personnel and human resources - Knowledge of principles and procedures for personnel recruitment, selection, training, labour relations and personnel information systems.

Skill Requirements (Coordination - Adjusting actions in relation to others actions).

Management of Personnel resources - Motivating, developing, and directing people as they work, identifying the best people for the job.

Management of material resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain tasks.

Time management - Managing one's own time and the time of others.

Communicating - Talking to others to convey information effectively.

Instructing - Teaching others how to do something.

Monitoring - Monitoring / assessing your own performance and the performance of the team in order to take suggestive improvements and corrective action to the Head chef.

Active learning - Understanding the implication of new information for both current and future problem solving and decision making.

Mathematics - Using mathematics to solve problems and develop costing for specials.



Ability Requirements

Oral expression - The ability to communicate information and ideas in a way that others understand.

Information ordering - The ability to arrange and organise things in a certain order according to specific rules.

Problem sensitivity - The ability to spot when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognising there is or could be a problem.

Deductive reasoning - The ability to apply general rules to specific problems to produce answers that make sense.

Job activities

Communicating with suppliers and your co workers - Providing information by telephone, written, e-mails or in person.

Monitor processes, materials or surroundings - Monitoring and reviewing information from materials events or the environment, to detect or assess problems that can be addressed with the Head chef.

Identifying objects, actions and events - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in certain circumstances or events.

Scheduling work and activities - Scheduling events, programs and activities, as well as the work of others.

Judging the qualities of the things, services, or people - Assessing the value, importance, or quality of things or people.

Getting information - Observation, receiving, and otherwise obtaining information from all relevant sources in conjunction with the Head chef.

Guiding, directing and motivating the team - Providing guidance and direction to the team, including setting performance standards and monitoring performance and progression, under the supervision of the Head chef.

Evaluating information to determine compliance with standards - Using relevant information and individual judgement to determine whether events or circumstances comply with laws, regulations or standards.

However, the Company reserves the right to review or change your job function and duties from time to time in accordance with the needs of the Company.