



# Job Description

Job Title:	Sous Chef
Responsible to:	Head Chef
<b>Job Purpose:</b> To contribute to the turnover and profitability of the business by preparing of food to the standard as set by the management and to the satisfaction of it's customers. Guest satisfaction revolves around the food appearance, high quality of the food and overall dining experience. The Sous Chef is responsible for preparing and overseeing all sections of the kitchen.	
<b>Main Duties and Responsibilities:</b> <ol style="list-style-type: none"><li>1. To assist and manage the preparation, cooking, taste and presentation of food items with the objective of promoting sales of the pubs products and goods</li><li>2. To expedite the hotplate during peak service periods as and when required</li><li>3. To prepare the kitchen and public areas where food is to be served and at all times maintain the standards of health and hygiene, service and cleanliness set by the management.</li><li>4. Control food costs by assisting in the training of kitchen &amp; front of house staff in handling leftover food items and stock rotation.</li><li>5. To discuss ordering and assist in the receipt of goods supplied in accordance with instructions set out by the management</li><li>6. In conjunction with the head chef assist in the development of new menus and ensure adherence to recipes and product specifications. Train kitchen staff on any new dishes.</li><li>7. To maintain stock levels of food products to a suitable level with the objective of increasing and promoting sales of the pubs products and services and assist in achieving gross profit margins as detailed by management</li><li>8. To be responsible for all food tickets handled in the course of each day's duty</li><li>9. To assist with the month end stock takes as and when required</li><li>10. To maintain cleanliness and care of equipment and working areas used in accordance with the standards required by law and the procedures laid down by management</li><li>11. To clean the kitchen and kitchen equipment using the appropriate cleaning method as directed by management</li><li>12. Report any defective equipment to a supervisor or member of management as soon as possible</li><li>13. To assist in the storage of food products as directed by a member of kitchen team or management</li><li>14. Dispose of waste and other materials in a safe and hygienic manner</li><li>15. Assist in the closing down procedures in an evening as &amp; when required</li><li>16. To maintain standards of personal hygiene, dress and appearance as required by the management</li><li>17. Comply with company policies in relation to relevant Health &amp; Safety regulations</li><li>18. Comply with current food hygiene legislation and complete all necessary forms during the day-to-day operation.</li><li>19. Check the cleaning schedule for your given area and sign when complete to comply with current legislation</li><li>20. To deputise in the Chef's / Owners absence</li><li>21. To undertake any other duties not specified above which could be reasonably be held to be associated with these tasks and which are in furthermore of the pub's interest</li></ol>	
Employers Signature	
Employers Name	
Date	
Employees Signature	
Employees name	
Date	