**JOB DESCRIPTION**

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| **Position:** | Racecourse Sous Chef |
| **Reporting to:** | Racecourse Head Chef |
| **Contract type:** | Permanent |
| **Hours of work:** | 45hpw, (5 days out of 7) or as per the needs of the business |

**Purpose of Job:**

Reporting to the Head Chef, the Sous Chef will be responsible for assisting with organising and supervising all kitchen operations, maintaining high food quality and awareness of hygiene regulations. Assisting in controlling costs in general and maintaining good staff relations as well as assisting in maintaining all legal and company health and safety standards.

**Key Responsibilities**:

* To purchase within agreed parameters, ensuring the budgeted food GP is achieved
* To ensure all menus are costed to achieve the targeted GP%
* To assist or complete stock takes as required
* To actively assist in future purchases and major redevelopment schemes for the kitchen areas
* To ensure all EHO and Arc food safety and production requirements are met
* To ensure quality control at all times throughout production process from raw material to ready plated end product
* To ensure tidy and hygienic storage of all food materials during any stage of the production process throughout the kitchen and secure stocks outside production hours
* To control portion size and waste factors at all times, directly influencing GOP
* To closely liaise with Stewarding on day to day basis to ensure hygienic and tidy kitchen areas at all times
* To create menus in line with customer and market trends, ensuring a high quality and value for money offering is available at all times
* To ensure a safe working environment at all times
* To be aware of competitors and industry trends
* To continually update production and presentation methods to realise optional costs and maximize guest satisfaction
* To attend any training courses as requested by the Head Chef
* To observe, maintain and drive all Health & Safety and Hygiene policies.
* To assist Health Inspector or Auditors, if required.
* To meet clients when required to assist in menu planning
* To actively sell the products and services of the racecourse.
* To maintain good communication between Kitchen and other F&B and non-F&B departments.
* To assist in the roster of kitchen staff economically to volume forecasts, realising costs maximisation and maximum guest satisfaction.
* To work with the Head Chef to allocate daily workload appropriately to staff, maintaining effectiveness and operational control.
* To instigate, execute, delegate and record all staff training on and off the job.
* To encourage competition participation locally and nationally.
* To assist with the completion of regular job and performance reviews with team in line with company guidelines
* Any other special duties or work outside the daily and weekly routines, but within the overall scope of the position.
* Any other reasonable request from the senior management

**General:**

1. To have full knowledge of and be able to act on the fire precautions as laid down in the hotel’s fire plan in accordance with The Fire Precautions Act 1971.
2. To report any damaged or defective machinery to your Head of Department.
3. To be fully conversant with and to implement Hygiene Standards in line with current company policy, which is in accordance with current legislation.
4. To have full knowledge of, and be able to act upon The Health and Safety At Work Act 1974, COSHH Regulations and HACCP.
5. To exercise care, attention and vigilance towards guests, work colleagues and Hotel property.
6. To comply with all Health and Safety procedures associated with the department at all times. This relates to:
   1. Standards and procedures of correct working practices
   2. The completion of risk assessments
   3. COSHH regulations
   4. Use of Personal Protective Equipment
7. To control wastage and operate according to the Companies environment policy with regard to:
   1. product control and waste minimization
   2. proper care and maintenance of equipment to prolong its life
   3. using towels in appropriate quantity to minimise unnecessary laundering
   4. proper separation and disposal of cardboard, paper and glass in recycling bins
   5. minimising energy wastage by switching off unused lights, heating, PCs and equipment
8. To be an ambassador for Lingfield Park Resort and ARC, taking personal responsibility for finding out about our product and services, and at all times striving to represent the Resort in the most professional, courteous and efficient manner possible.
9. Any other tasks as requested by Senior Resort Personnel.

**Person Specification:**

Qualifications:

* GCSE or equivalent
* L2 Food Safety in Catering

Experience:

* Minimum of 1 year experience as Sous Chef position OR 3 years in senior CDP position
* Experience in a multi outlet environment is an advantage
* Experience in banqueting is an advantage

Personality:

* Attention to detail
* Self motivated
* Excellent communicator
* Customer service focused (internal and external)
* Organisation, influence and leadership skills

To be an ambassador for ARC and for our site, taking personal responsibility for finding out about our product and services, and at all times striving to represent the Company in the most professional, courteous and efficient manner possible.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.