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| **Position:** | Junior Sous Chef |
| **Reporting to:** | Hotel Head Chef |
| **Contract type:** | Permanent |
| **Hours of work:** | 45 hours per week, 5 days out of 7. |

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**About the role**

Reporting directly to the Hotel Head Chef, the Junior Sous Chef will be responsible for assisting with organizing 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 for the role will include:**

* 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 Marriott 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 maintain a positive high profile with hotel and local residents.
* To attend any training courses as requested by the Hotel Head Chef or any other senior team members
* 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 hotel
* To maintain good communication between Kitchen and other F & B and non-F & B departments.
* In conjunction with Human Resource department, to train, control, motivate, assess, and assist in the discipline all members of the kitchen team, maintaining Company Personnel Policies and Procedures.
* 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
* To assist with the recording of absence/sickness records for the kitchen team
* To assist in providing balanced and healthy staff meals
* 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

**Qualifications:**

* GCSE or equivalent
* L2 Food Safety in Catering

**Essential Skills & Experience:**

* Minimum of 2 years’ experience of Chef de Partie position
* Experience in a multi outlet environment is an advantage
* Experience in a busy hotel environment is an advantage

**Other**

To comply with all Health and Safety procedures associated with the department at all times. This relates to:

* Standards and procedures of correct working practices
* The completion of risk assessments
* COSHH regulations
* Use of Personal Protective Equipment
* Minimising energy wastage by switching off unused lights, heating, PCs, and equipment.

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.