

**Uttoxeter Racecourse**

<b>Position:</b>	Sous Chef
<b>Reporting to:</b>	Head Chef
<b>Responsible for:</b>	Catering Casual Workers
<b>Contract type:</b>	Permanent
<b>Hours of work:</b>	40 hours, 5 days over 7

**About the role**

To ensure that the production of food is completed to the standards laid down. The instruction and supervision of the team is done in line with company standards. To lead by example and ensure that all aspects of production are completed in line with Health and Safety and food safety legislation.

To ensure that communication with other team members each department within the Racecourse, suppliers and customers and is done in a professional effective manner considering both time and productivity.

To project the correct image of both Uttoxeter Racecourse and ARC during both working and non-working hours.

To ensure liaison with all relevant departments is delivered to correct deadlines to ensure high quality of service and customer satisfaction.

**Key responsibilities for the role will include:**

- Writing of production list so tasks can be managed within efficient time scales
- Correct preparation methods of foods in line with the ethos and standards of the company
- Ensure guests receive the highest standard of customer service at all times
- Show commercial awareness in order to continuously drive the business forward
- Develop skills and maximise performance through coaching of individual team members
- To brief staff and ensure relevant paperwork is completed
- Liaise with suppliers and place orders
- To deal with any customer enquiries which may lead to further sales or bookings for Uttoxeter Racecourse
- Ensure that staff are presented and behave in a professional manner at all times
- To promote and facilitate interdepartmental communication and liaison with all areas of the racecourse at all times
- Working alongside the Staffing Manager to rota casual labour Health and Safety:
- Adhering to H.A.C.C.P system which is in place at Uttoxeter Racecourse
- To communicate effectively with the teams on all relevant matters of Health and Safety.
- To observe all legal/company requirements in respect of industrial accidents, fire regulations, health, hygiene, safety and first aid
- Ensure upon your management walk around that overall environment is free from hazards and risks at all times
- To ensure that all on-the-day risk assessments are carried out where necessary
- To ensure all accidents and near misses are reported in the accident book, together with completion of the company report



**Financial:**

- Maintain planned cost of goods as set out by senior management and company policy
- To monitor and adhere to good stock management and rotation
- To keep holding stock levels to a minimum
- To ensure that wage costs are firmly controlled within budget where you are involved
- To assist in the controlling and managing of all other costs associated with the 1907 restaurant
- To ensure that all stock is controlled, secured and kept tidy
- To assist in the controlling of all other costs pertaining to the Catering and Events department
- To ensure all revenue is captured and charged where appropriate

**Other Responsibilities:**

- To ensure the accuracy of all information and respect its confidentiality
- To carry out any other duties as reasonably requested by the Head Chef, Catering General Manager, Directors or Group Senior Personnel
- To ensure that you maintain high standards of customer care, both to internal and external customers and be aware of action plans for each
- To be a valued member of the catering and events team within arc plc at Uttoxeter Racecourse, helping and advising colleagues where required, promoting the image of the Racecourse and that of the company at all times through a positive approach
- Be familiar with all emergency procedures and act positively both in the event of an emergency and to prevent one
- To remember and remind others that we are all sales people and to be proactive wherever possible to generate enquiries and sales leads for future business

**Personality:**

**You are to demonstrate;**

- Excellent communication skills
- Ability to work well under pressure
- Excellent organisational skills
- A systematic approach to problems
- A process driven attitude to tasks
- Loyalty
- Commitment
- Positive attitude

**Qualifications and Experience:**

- NVQ Level 3 food preparation (or equivalent)
- Level Food Safety Certificate (or equivalent)
- GCSE Grade C (equivalent) or above in Maths and English
- Computer literate



- Proven track record and experience in a similar role
- Knowledge of Food and Beverage service and commodities.
- High level of interpersonal skills

**Key Performance Indicators:**

1. Completing tasks within deadline as set by Line Manager.
2. Maintaining costs within budgeted parameters.
3. Customer feedback on effective event delivery.
4. Effective undertaking of key duties.

**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

To control wastage and operate according to the Companies environment policy with regard to:

- product control and waste minimisation
- proper care and maintenance of equipment to prolong its life
- using towels in appropriate quantity to minimise unnecessary laundering
- proper separation and disposal of cardboard, paper and glass in recycling bins
- 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.

Signed by Employee..... Date.....

Signed by Line Manager..... Date.....