



Job Description

Job Title: Junior Sous Chef (Burleigh Court)

To provide effective and efficient management within the kitchen, working alongside the Head Chef and Sous Chef within Burleigh Court and deputising for them in their absence.

You will provide an extraordinary catering experience in our high performing hotel, to fulfil the organisation's corporate objectives and financial performance targets.

Duties and Responsibilities

Customer Service

1. The delivery of an exceptional hotel experience every time to customers throughout all catering areas.
2. To collaborate with the sales team in new business development and maintenance of existing client base alongside agreed marketing strategies.

Standards (quality) – practices and procedures

3. To work to Imago kitchen/HACCP standards
4. Innovative menu planning for forthcoming business, producing seasonal menus as well as menus on request from clients
5. Receiving and checking goods delivered by external suppliers and reporting shortages to the suppliers and Finance department.
6. Ability to be flexible to all parts of the business
7. To carry out any reasonable request made by the senior staff you are responsible to.

Team management

8. To ensure compliance with established human resources procedures in all areas relating to employment.
9. To manage the duties of all subordinate personnel.

Training & Development

10. To be committed and work to Investors in People, ensuring that you are aware of the business objectives and understand your role in achieving them.
11. To attend all staff training workshops and put into practice all new skills learnt
12. To train all new members of staff in Imago practices and procedures

Finance – sales and costs

13. Constantly appraising stock levels to ensure food orders reflect the level of stockholding
14. Stock-taking in accordance with finance timescales
15. Maintain food and labour costs to agreed budgets

Communication

16. To liaise with the management team and other members of staff with regards to the days' business needs
17. To communicate any positive or negative feedback to your team and react accordingly
18. In Senior Chef's absence attend the weekly course requirements meeting
19. To maintain a close and effective communication link between departments and other Imago venues

Environment

20. To adhere to imago environmental policy

Health and Safety

21. To undertake precautions to ensure the safety of others as well as oneself. Also ensure implementation of cleaning and housekeeping schedules ensuring that adequate standards of cleanliness and hygiene are maintained throughout the operation complying to statutory regulations, ie food hygiene, HACCP, COSHH and health and safety.
22. To ensure that equipment is maintained to prolong its working life and efficiency
23. To train and enforce the fire evacuation procedures

The list of duties is not exhaustive and may be varied from time to time according to changing demands.

It is essential that all employees adopt a flexible attitude towards their work, the duties involved and the hours of work in order that the demands of the Burleigh Court can be met. It is important that all staff is willing to work elsewhere if required by imago

PERSON SPECIFICATION

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| | Essential | Desirable | Stage to be Assessed |
|-----------------------------|--|--|----------------------|
| Experience | <p>Experience of managing a team in a quality food establishment</p> <p>Previous experience of working in a high pressured kitchen environment</p> <p>Having worked in a senior kitchen role</p> | <p>Experience of working in a four/five star conference and business hotel</p> | |
| Skills and abilities | <p>Excellent communication and organisational skills</p> <p>Excellent interpersonal skills</p> <p>Ability to work on own initiative and make appropriate decisions</p> <p>Proven leadership and teamwork skills</p> <p>Proven customer care skills</p> <p>Able to innovate</p> <p>Evidence of good financial management</p> <p>To understand and implement quality processes</p> | <p>Excellent catering industry knowledge</p> <p>Familiar with Microsoft Office, Powerpoint and front of house electronic systems</p> <p>Worked within a quality driven environment</p> | |

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|---------------------------------|--|--|--|
| Training | <p>A willingness to undertake further training as and when required.</p> <p>A willingness to adopt new procedures as and when required</p> <p>Recognised customer service training</p> <p>Evidence of operational expertise</p> <p>To be able to demonstrate recent personal development</p> | | |
| Education/Qualifications | <p>Intermediate food hygiene</p> <p>NVQ or equivalent 1 and 2</p> <p>GCSE or equivalent English and Mathematics</p> | <p>First Aid</p> <p>NVQ or equivalent 3, 4 and 5</p> | |
| Equality and Diversity | <p>Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace</p> | | |
| Other | | | |

Stages in assessment:

- 1= application form
- 2= selection tests
- 3= interview