

THE COURTYARD TRUST

JOB DESCRIPTION

Post Title:	Junior Sous Chef	Department:	Catering
Post Reference:	CYT100/020	Grade/Salary:	£17,123
Hours per Week:	40 (full time)	Based at:	The Courtyard, Edgar Street, Hereford, HR4 9JR (but the post holder may be relocated in the interests of the efficiency and effectiveness of the organisation)
Responsible to:	Head Chef Sous Chef	Responsible for:	Commis Chefs Kitchen Assistants Apprentices

Purpose of the Post

To provide support to the Head Chef and Sous Chef in the running of the catering operation at The Courtyard.

To assist in maintaining the excellent standards of the catering operation, providing the highest quality of food to The Courtyard's customers.

1. Duties & Responsibilities

- 1.1 To assist in the preparation and production of all food required for the day-to-day effective functioning of the catering operation at The Courtyard and all activities there, as directed.
- 1.2 To assist in ensuring the efficient and effective delivery of a high-quality catering provision at The Courtyard.
- 1.3 Under the direction of the Head Chef and Sous Chef to ensure that provisions required are checked and stored appropriately, and that stock rotation is adhered to at all times.
- 1.4 To ensure a high standard of food presentation at all times.
- 1.5 To observe correct portion control and minimise waste wherever possible.
- 1.6 To have a thorough understanding of food hygiene and good working practices in line with Safe Food Better Business and other current legislative requirements.
- 1.7 To ensure a high standard of hygiene at all times.
- 1.8 To maintain 'the cold chain' in relation to the storage of chilled and frozen foodstuffs.
- 1.9 To assist in the recording of the temperatures of foodstuffs and refrigeration compartments.
- 1.10 To run the kitchen in the absence of the Head Chef and Sous Chef.

2. Stock Control

- 2.1 To assist with the effective and efficient management and administration of stock, ensuring waste is minimised.
- 2.2 To monitor the quality of goods received, and report any concerns to the Head Chef and Sous Chef

3. Miscellaneous

- 3.1 To be familiar with and comply with all policies contained within the Staff Handbook, and all other relevant health & safety, operational, personnel, data protection and financial regulations, policies and procedures. in particular ensuring that all statutory obligations are complied with, especially in relation to the Licensing Laws, Food Safety Act and Food Hygiene.
- 3.2 To be flexible and adaptable, and to perform any other duties within the organisation that from time to time may be required.
- 3.3 The post holder's duties must at all times be carried out in compliance with The Courtyard's Equal Opportunities Policy ensuring equality of opportunity is afforded to all persons both internal and external to The Courtyard, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- 3.4 To maintain a high standard of personal hygiene at all times.

4. Special Conditions

- 4.1 *Working Hours:* this post is full time (40 working hours per week – meal & other breaks must be taken in addition).
 - 4.2 The post holder will regularly be required to work unsociable hours, including evenings, weekends and bank holidays, as part of their normal working week.
 - 4.3 *Holiday Entitlement:* The Courtyard offers 28 days' annual leave, including bank holidays. The timing of up to 10 days of annual leave entitlement (in addition to the bank holidays) will be at the discretion of the management.
 - 4.4 The post holder does not generally qualify for overtime payments, but time off in lieu will be given for any hours worked in excess.
 - 4.5 The post holder will be entitled to join the company pension scheme.
 - 4.6 The wearing of a uniform is essential and it will be provided
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