
THE COURTYARD TRUST

JOB DESCRIPTION

Post Title:	Sous Chef	Department:	Catering
Post Reference:	CYT100/021	Grade/Salary:	£20k-£24k per annum
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	Responsible for:	Commis Chefs Kitchen Assistants Apprentices

Purpose of the Post

To assist in the creation and production of all food required in the café bar, ensuring consistently high quality in an efficient, creative, safe and happy environment.

To ensure that hygiene regulations and licensing laws, together with recognised best practice, are complied with.

1. Duties & Responsibilities

- 1.1 In collaboration with the Head Chef, to assist in the creation, preparation and selection of the menu as appropriate.
 - 1.2 To assist in ensuring the efficient and effective delivery of creative, high-quality catering provision at The Courtyard.
 - 1.3 In the absence of the Head Chef to manage and supervise the creation and efficient delivery of high-quality catering at The Courtyard, leading and inspiring the kitchen team.
 - 1.4 Under the direction of the Head Chef ensure that provisions are ordered from suitable suppliers and in stock, as required.
 - 1.5 To ensure a high standard of food presentation at all times.
 - 1.6 To observe correct portion control and minimise waste wherever possible.
 - 1.7 To assist the Head Chef in the planning of staff rotas.
 - 1.8 To have a thorough understanding of food hygiene regulations and good working practices.
 - 1.9 To ensure that the Cleaning Schedule is followed and kept up to date.
 - 1.10 To ensure high standards of hygiene are maintained in the kitchen and any other food preparation or holding areas at all times.
 - 1.11 To have a thorough understanding of food allergens and to ensure that allergen information is readily available to all catering staff and that the allergen folder for all regular dishes is kept up to date.
 - 1.12 To ensure that appropriate daily records are kept and tasks are undertaken in line with Safer Food Better Business.
-

- 1.13 To represent the Catering department at meetings, both external and internal to facilitate the smooth running of the Catering operation as a whole.

2. Stock Control & Budgetary Responsibility

- 2.1 To assist with the effective and efficient management and administration of stock.
- 2.2 To monitor the quality of goods received and check for any shortfall, reporting any concerns to the Head Chef.
- 2.3 To ensure that all spending is within designated budget allocations.
- 2.4 To ensure best value when purchasing stock, especially considering the volatile nature of food prices and potential variations between suppliers.
- 2.5 To ensure suitable consideration for profitability and price points when planning specials or new menu items.

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.
- 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 To be mindful of the environmental impact of the business and to work to reduce and minimise this, paying particular attention to company environmental policy and directives.
- 3.4 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.

4. Special Conditions

- 4.1 The post holder will be required to work unsocial hours including evenings, weekends and bank holidays as the requirements of the job demand.
 - 4.2 This post is based on a 40-hour all-inclusive week. During busy periods you may be asked to work overtime and this will either be taken as time off in lieu, or, in exceptional circumstances, be paid at the flat equivalent hourly rate.
 - 4.3 It is a requirement that appropriate protective clothing and footwear is worn. This will be provided by the company.
 - 4.4 It may be a requirement of the position that the timing of up to 10 days of the annual leave entitlement (in addition to bank holidays) will be at the discretion of the management.
-