

Work a Season

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JOB DESCRIPTION

Position: Sous Chef
Location: Within the overseas programme as stated in your covering letter
Reports to: Hotel Head Chef

As Sous Chef you will assist the Hotel Head Chef, with all aspects of operating the hotel kitchen, ensuring that the standards and quality of catering, safety and cleanliness are maintained. If you wish to progress make this known to management so that they can assist you in doing so.

Your responsibilities and duties:

- Mentor and monitor other staff, helping them to develop professionally.
- Encourage a positive working environment by working with all junior staff.
- Ensure at the end of each shift the kitchen is clean, tidy and complies with our legal obligations.
- Take responsibility for the mentoring of all kitchen staff to ensure everyone is treated fairly and given the best possible environment to succeed in their roles.
- In conjunction with the head chef oversee the performance of all junior kitchen staff and provide continuous training to ensure that the required standards are being met.
- Work quickly and cleanly and follow the rota provided by management.
- Supervise junior members of the team. Help and guide them to fulfil the requirements of their job roles, and follow company guidelines and procedures.
- Assist with the cleaning, preparation and closedown of the hotel kitchen.
- Adhere to company guidelines and procedure regarding cleaning standards and presentation.
- Maintain a high standard of cleanliness and ensure that the kitchen and store areas are always clean and tidy.
- Assist with closing the kitchen after each service, ensuring that all equipment, crockery and cutlery are cleaned appropriately.
- Report any maintenance issue to the hotel manager/line manager.
- Maintain your uniform to company standard throughout the season. Monitor uniform standards of junior staff.
- Adhere to and assist with the implementation of health and safety procedures.
- Assist with the preparation of meals in accordance with the company's set menu, following the guidelines and policies regarding food service and preparation, working within Health and Food Hygiene regulations at all times under the direction of the Head.
- Be aware of other team member's workloads and help to manage this as well as managing your own section of the kitchen.
- Assist the head chef with monitoring catering standards and take corrective action when necessary.
- Help to provide the necessary menu plan for guests with allergies and dietary requirements.
- Assist the head chef as requested with additional paperwork/ administration.
- Complete the necessary weekly Health & Safety, Hygiene, Food Samples and Fire Checks as requested.
- Show due diligence at all times towards your guest's health and safety as well as your own and other staff members.
- Assist with catering deliveries when required cross-checking deliveries with the orders and quality, reject any sub-standard items.
- Take responsibility for the catering standards and quality control procedure.
- Deal with any guest and catering issues as quickly and as effectively as possible.
- Assist with any other duties as requested by your Hotel Manager or other senior staff.
- Help to hold, and attend weekly staff meetings.
- Show diligence with regards to ordering and consumption of stock. Assist the head chef with budget management.
- Be conversant in, and implement the disciplinary procedure in conjunction with the hotel manager and head chef when necessary.
- Always communicate professionally with kitchen staff and other members of the hotel team.
- As part of the hotel management team you are expected to conduct yourself in a professional manner at all times.