

**JOB DESCRIPTION**

**JOB TITLE: Sous Chef**

**REPORTS TO: Head Chef**

**HOURS: 40 hrs pw**

**SALARY: £24k to £26k pa depending on experience**

**FUNCTION:** Working alongside our Head Chef to help create exciting menus using the best ingredients. We source our produce from local companies where possible and bake our own bread, create our own cakes & bakes along with making our own jams & chutneys.

**Responsibilities:**

* To lead the Kitchen Team in the Head Chef's absence
* Provide guidance to junior kitchen staff members, advising on line cooking, food preparation, dish plating etc
* Oversee and organise kitchen stock and ingredients
* Ensure a first-in, first-out food rotation system and verify all food products are properly dated and organised for quality assurance
* Keep cooking stations stocked, especially before and during our busier times
* Help hire and train new kitchen staff to our exacting standards
* Manage food and product ordering by keeping detailed records and minimising waste, plus working with existing systems to improve waste reduction and manage potential budgetary concerns
* Supervise all food preparation and presentation to ensure our high quality standards
* Work with the Head Chef to maintain kitchen organisation, staff abilities and training
* Verify that food storage units meet standards and are consistently well-managed
* Coordinate with the Catering Management team on supply ordering, budget, kitchen efficiency and staffing.

**PERSON SPECIFICATION**

**Essential:**

* Formal culinary training and previous restaurant experience
* Extensive food, beverage and restaurant industry knowledge
* Have a Strict and thorough understanding of health & safety and food safety guidelines within the kitchen environment
* Exceptional customer-service skills
* Strong organizational skills with attention to detail
* Leadership/Management experience
* Positive attitude, self-motivated
* Ability to work under pressure
* Creative problem-solving skills
* Strong verbal and written communication skills.

**And for doing all this we can offer you:**

* Good rate of pay
* Great work life balance
* Nest Pension Scheme
* Optional health plan
* Paid annual leave of up to 33 days (pro-rata for part-time staff)
* Free access for you and three family members to all 10 of our Museum sites
* Discounts on on-site refreshments and items from our gift shops
* PPE and uniform.

**SIGNED:**

Postholder: ……………………………….….... Printed: …………..…………………… Dated: ……………

Head of Catering: ……………………………….….... Printed: …………..…………………… Dated: ……………

**This Job Description is subject to periodic review.**