

Job Description

Job Title	Sous Chef
Department	Catering
Reports to	Head Chef /Catering Manager / Director of Facilities
Date	December 2014

Overall Aim of Job

To provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

Prepares and cooks meals for patients and employees with emphasis on nutrition variety and punctuality.

To cover all duties/responsibilities in Head Chef's absence.

Key Responsibilities and Deliverables

- Along with the Head Chef portions and plans menu foods accurately according to established guidelines. Prepares for following meals, orders supplies and keeps records and accounts.
- Supervising all the staff ensuring adherence to quality control measures, stock rotation and dietary requirements
- Supervises all levels of kitchen staff, leading, developing and motivating the whole team.
- Follows HACCP guidelines and monitor the system; has overall responsibility along with Head Chef for sanitation and cleanliness in the Kitchen. Cleans and sanitises work areas using appropriate solutions and techniques.
- Is aware of and follows all safety procedures, handling of equipment, lifting techniques, reporting injuries, fire and disaster plan, MSDS and universal precautions.
- Makes sure that the kitchen equipment is used correctly.

- Cooks foodstuffs in quantities according to menu, and number of persons to be served. Prepares texture modified foods. Follows recipes.
- Portions and plans menu foods accurately according to established guidelines.
- Ensures all dishes are cooked and presented to the highest standards.
- Makes every attempt to improve quality and standards in the catering department.
- Controls food costs by assisting in training kitchen staff on the proper methods of food preparation and handling, by training kitchen employees on how to handle leftover food items.
- Ensures that all kitchen employees consistently adhere to uniform, grooming and appearance standards.
- In conjunction with the Head Chef, establishes goals for the kitchen, anticipates and resolves problems concerning all facets of the kitchen. Anticipates trends, enacts approved profit-oriented and cost saving ideas & activities.
- In conjunction with the Head Chef, develops menus, creates and ensures adherence to recipes and product specifications. Trains kitchen staff on all new menus.
- The Sous Chef must maintain effective communication within the kitchen, be responsive to staff suggestions and concerns and work to resolve problems.
- Conducts regular inspections of the entire kitchen and acts promptly to correct deficiencies found during inspections.
- Ordering of stock. Receiving, checking & recording deliveries according to HACCP and company policies & guidelines.
- Attends training when requested.

Person Specification

Qualifications	<ul style="list-style-type: none"> Professional catering college qualification.
Experience	<ul style="list-style-type: none"> Thorough knowledge of HACCP is essential. A minimum of 3 years' relevant experience.
Job Specific Competencies and Knowledge	<ul style="list-style-type: none"> Observes all infection control policies for proper food handling, storage, hand washing, glove wearing, uniform and grooming. Works as team player to meet goals and department demands. Exhibits ability to work as member of team in daily performance of duties. Knowledge of all standard procedures for food preparation, goods in, storage and hygiene.
Personal Competencies	<ul style="list-style-type: none"> Ability to work well as part of a team. Must be able to remain calm under pressure. A good level of English is required. All posts in Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee: _____

Signature
Date

Name (Block Capitals)