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| Job Description | |
| Job title | Senior Sous Chef |
| Department | Kitchens |
| Reports to (Position Title) | Head Chef |

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

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| Purpose of the role | |
| <p>The role of the Senior Sous Chef is to support the Head Chef in the co-ordination and oversight of the kitchen operations, and in the leadership of the kitchen team to deliver the highest possible standard of dining for our students, Fellows, staff and conference guests.</p> <p>The Senior Sous Chef liaises most closely outside his immediate team with the Head of Catering, Head of Dining Services and the Fellows Butler.</p> | |
| Background information | |
| Based at | Gonville and Caius College, Cambridge. |
| Hours of work | 40 hours per week. Shift patterns will vary contingent on events, both Collegiate and external. |
| Contract type | Full time, permanent |
| % FTE | 1.0 |

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| Qualifications | <ul style="list-style-type: none"> • Educated to GCSE standard or equivalent • Food Safety & Hygiene (Level 3) • HACCP (Level 2) |
| Key skills | <ul style="list-style-type: none"> • A passion and flair for delivering and presenting food at the highest levels • Knowledge and experience of both classical and modern cooking techniques, with an emphasis on menus that represent a balanced diet. • Advanced knowledge of kitchen equipment handling, operational use and care/maintenance. • Demonstrable interpersonal and communication skills. • Ability to support the recruitment, motivation, development and leadership of a large kitchen team. • Demonstrable organisational and delegation skills; with the ability to manage a variable workload to tight deadlines • The ability to see through potential problems and work towards consensus-based solutions • An ability to understand the importance of clear financial control; and support a kitchen wide focus on intelligent purchasing and reduction of food waste. |
| Work experience | <ul style="list-style-type: none"> • Experience operating at Sous Chef or above in a similar environment, preferably cooking menus from varied backgrounds within a hotel or restaurant environment. |

| Budget Responsibilities | <ul style="list-style-type: none"> • Experience of staff rota management and its financial impact • Experience of catering supply chain logistics compliant with HACCP • Experience of working in a College environment, or a similar residential and educational setting, is desirable. | |
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| | <p>Overall responsibility for the “DKIT” kitchen budget lies with the Head of Catering. The Senior Sous Chef is expected to support the Head Chef by working within planned recipes and budgetary targets, and by alerting the Head Chef or Head of Catering as appropriate of any concerns regarding material overspends in areas such as:</p> <ul style="list-style-type: none"> • Staff costs • Food consumable costs • Operational material costs | |
| Main duties and Responsibilities | | Time / Frequency |
| Support the smooth running of the College’s kitchens. | | Daily |
| Co-ordination of the service <i>and</i> delivery of excellent standards of cuisine; to meet or exceed Collegiate and customer expectations. | | Daily |
| Staff and leadership | | |
| Inspiring and motivating the team to achieve their potential as chefs, and excel in their individual standards of catering delivery. Create an environment that grows our chefs in leaders of future kitchens. | | Daily |
| Lead by example through personally preparing and cooking with the team to demonstrate expected pace and standards. | | daily |
| Support in the management of the Kitchen team, to include at the direction of the Head Chef involvement in the selection, induction, performance management, mentoring and development of staff. | | Ongoing |
| Support the Head Chef in the training, mentoring and development of staff in relation to all sections of the kitchen, as well as in health and safety compliance, to ensure high standards of food production. Teaching new skills in house is a core expectation of this role.. Training should emphasise the importance of modern and classical Cookery, the enjoyment of trying new dishes and new trends , including vegan and vegetarian. Regularly review training with the Head Chef and Head of Catering, using records maintained by the Kitchen Administrator. | | weekly |
| Appraising such kitchen staff as are directed by the Head Chef and providing the required input data back to the HR team annually, carrying learning from those sessions into staff improvement and encouragement year round. Share live feedback with the team after events throughout the year, in consultation with the Head Chef to ensure a consistent message to each staff member. | | Annually, ad hoc |
| Support effective rota management (managed by the Head Chef and recorded by the Kitchen Administrator) for the kitchen team to ensure that all shifts are appropriately covered to deliver the menus planned, noting that most senior team members are expected to be present for college feasts. Set an example to the wider team in supporting cover for illness through overtime etc. | | Daily/monthly |
| Participate in daily briefings of all kitchen staff, weekly catch up meetings with senior chefs to ensure clear communication prevails. To attend weekly catch ups with the Head of Catering and Head Chef as required. | | Daily/weekly |
| Menus | | |
| Input to menu writing and planning for student daily dining, on a seasonal four week rotation menu, four weeks ahead minimum, as the request of the Head Chef. | | ad hoc |

| Main duties and Responsibilities | Time / Frequency |
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| Other such input to menu writing for events or for seasonal conference menus as requested by the Head Chef, recognising that ultimate responsibility for the creating and pricing of such menus on a timely basis remains with the Head Chef and Head of Catering. | Ad hoc |
| Support the Head Chef in fact finding so that responses to queries from diners or other customers relating to menus and food are dealt with promptly and professionally. | daily |
| Health and safety | |
| Have an awareness of the importance of communication of menus with full allergen disclosures to the Head of Dining Services, Conference Office and/or Fellows' Butler as appropriate, no less than 4 days prior to each event, with support from the Kitchen Administrator. Recognise and apply the important principle that no changes are to be made to such menus once publicised other than in extra-ordinary circumstances. | daily |
| Ensure the kitchen continues to operate to the EHO 5 star standard it has achieved on food hygiene and food safety, through detailed and accurate understanding and oversight of COSHH and HACCP recordkeeping in the day to day running of the kitchen and food delivery areas. Food date labelling and temperature recording are essential to this. | daily |
| Report any health and safety concerns promptly to the Head Chef. | Ad hoc |
| Kitchen operations & stock management | |
| Support the Head Chef in the reduction of food waste to meet both financial and sustainability targets for the College. | daily |
| Support, through close oversight of the staff teams, the day to day cleaning and maintenance regimes for kitchen equipment, and notify the Head Chef of any faults or service issues | weekly |
| Have input to stock ordering and recording undertaken by the Storesperson as required, recognising it is the role of the Head Chef to ensure that deliveries meet College standards on cost, quality, and standards of supply. | ad hoc |
| Prioritise the use of fresh raw ingredients, avoiding both pre-prepared and frozen alternatives where practicable. | ongoing |

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

| Additional role requirements | Yes | No |
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| DBS check | | x |
| Lone working | x | |
| Uniform Required | x | |
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| Training requirements | | |
| Anti-Bribery | x | |
| Bullying & Harassment for Managers | x | |
| COSHH | x | |
| Cyber Security Awareness | x | |
| Emergency First Aid at Work Refresher (EFAW) | x | |
| Equality, Diversity & Inclusion | x | |
| Fire Awareness | x | |
| Food Allergy Awareness | x | |

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| Food Safety & Hygiene (Level 3) | x | |
| GDPR UK: Essentials | x | |
| HACCP Level 2 | x | |
| Health & Safety for Managers and Supervisors | x | |
| Manual handling | x | |
| Personal Protective Equipment | x | |
| Slips, Trips and Falls | x | |
| Working at height | x | |
| Lone working in the workplace | x | |

Team Responsibilities

- Lead, as well as participate in, team meetings.
- Lead by positive example
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others.

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

Health and Safety

All employees must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Continuous Professional Development

Caius is supportive of continuous professional development and opportunity for training and development will be provided.

Person Specification

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|------------------------------------|------------------|
| Job title | Senior Sous Chef |
| Department | Kitchen |
| Reports to (Position Title) | Head Chef |

| | Criteria | Essential /Desirable | Assessment Method: A = Application I = Interview T = Test |
|--|---|----------------------|--|
| Qualifications and Training | Educated to GCSE standard or equivalent | E | A |
| | Food Hygiene level 3. | E | A |
| | A recognised qualification within the food industry | E | A |
| Knowledge, Skills & Proven abilities | Advanced knowledge of kitchen equipment handling and operational use and care/maintenance. | E | A,I |
| | Excellent knowledge of all sections | E | A,I |
| | Ability to produce excellent, high-quality food | E | A,I |
| | Demonstrable interpersonal and communication skills. | E | I |
| | Knowledge and experience of both classical and modern cooking techniques, with an emphasis on menus that represent a balanced diet. | E | A,I |
| | Demonstrates the team management skills required to lead and develop a large team | E | A,I |
| | Excellent organisational and time management skills; with the ability to manage a variable workload to tight deadlines | E | A,I |
| | Demonstrates the ability to work towards consensus-based solutions | D | A,I |
| | Demonstrates adaptability and flexibility | E | I |
| | Demonstrates clear financial control, intelligent purchasing and waste reduction, particularly in relation to food waste. | E | A,I |
| | A competent user of Microsoft 365, particularly Outlook, Word and Excel. | D | A |
| Behaviours | Demonstrates passion and flair for delivering and presenting food at the highest levels | E | A,I |
| | Promotes an enjoyment of food as a means of fostering community, and giving pleasure to those able to dine in College | E | I |
| | Friendly, calm and able to communicate with people at all levels | E | I |
| | Team player, collaborative and approachable | E | A,I |
| | Ability to prioritise workload to meet multiple deadlines, forward plan and manage a number of tasks effectively and simultaneously | E | A,I |
| | Desire to continually look for opportunities to improve the service provided | E | A,I |
| | Positive and professional attitude | E | I |
| | Effective problem-solving skills | E | A,I |
| | High degree of creativity and resourcefulness | E | A,I |
| | Able to maintain confidentiality | E | A,I |
| | Excellent attention to detail | E | A,I |
| Willingness to work flexibly to meet the demands of the role | E | A,I | |